

Army Reserve

Mission, Organization, and Training

**Headquarters
Department of the Army
Washington, DC
1 September 1994**

Unclassified

SUMMARY of CHANGE

AR 140-1

Mission, Organization, and Training

This revision--

- o Changes the term "inactivation" to "deactivation" (para 3-13).
- o Changes "Additional IDT Periods" to "Additional Drill Assemblies (ADAs)" and provides for separate paragraphs for "Readiness Management Assemblies (RMAs)" and "Additional Training Assemblies (ATAs)" (para 3-14).
- o Permits Aviation Support Facility technicians to perform crewmember duties on command or operational support airlift flights.
- o Encompasses training conducted by United States Army Reserve Forces Schools, training divisions and training brigades into the term "Reserve Component Training Institutes (RCTI)" (chap 5).
- o Replaces the term "WESTCOM" with "USARPAC (U.S. Army, Pacific)" (para 1-4).
- o Places command of all USAR special operations forces (Special Forces, Psychological Operations, and Civil Affairs units) under U.S. Army Special Operations Command (USASOC) (para 1-4).
- o Limits the maximum allowable drills a soldier may attend to 48 per fiscal year (para 3-4).

Effective 1 October 1994

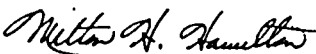
Army Reserve

Mission, Organization, and Training

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:


MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This Update printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation prescribes policy

on the U.S. Army Reserve (USAR) mission, its organization, and training.

Applicability. This regulation applies to the USAR and the Active Army. It does not apply to the Army National Guard (ARNG).

Proponent and exception authority. The proponent of this regulation is the Chief, Army Reserve (CAR). The CAR has the authority to approve exceptions to this regulation that are consistent with controlling laws and regulation. The proponent may delegate this authority, in writing, to a division chief under their supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior

approval from HQDA (DAAR-OP), WASH DC 20310-2400.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAAR-OP), WASH DC 20310-2400.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 2559 intended for command level B for Active Army, D for ARNG, and A for USAR.

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*This regulation supersedes AR 140-1, 30 June 1989.

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RESERVED

Chapter 1 Introduction

1-1. Purpose

This regulation provides policy guidance on the mission, organization, and training of the U.S. Army Reserve (USAR). It does not contain guidance on preparation for order to active duty under a mobilization situation.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the consolidated glossary.

1-4. Responsibilities

a. Commanding General, Forces Command (CG, FORSCOM). The CG, FORSCOM commands the following:

(1) The numbered Armies in the continental United States (CONUSA).

(2) The U.S. Army Reserve Command (USARC).

(3) The I, III, and XVIII U.S. Army Corps.

b. Commanding General, U.S. Army Reserve Command (CG, USARC). The CG, USARC, commands all Army Reserve commands (ARCOMs), USAR general officer commands (GOCOMs), and USAR subordinate units, assigned to the USARC; and is responsible for the following programs:

(1) Aviation support facilities program. (See chap 4 for detailed responsibilities.)

(2) Marksmanship Training and competitive program. (See chap 7 for detailed responsibilities.)

c. Commanding General, U.S. Army Pacific Command (CG, USARPAC). The CG, USARPAC commands USAR TPUs and activities in Hawaii, Alaska and in possessions, trusts, and territories administered by the United States in the theater. The commander also serves as the Army component in the Pacific Command (PACOM).

d. Commanding General, U.S. Army Europe and Seventh Army (CG, USAREUR). The CG, USAREUR commands—

(1) All assigned USAR TPUs in Europe.

(2) All forward elements of USAR CONUS-based parent units stationed in Europe, when provided for in a memorandum of understanding with the appropriate major Army command.

e. Commanding General, Eighth U.S. Army. The CG, Eighth U.S. Army commands all USAR units in Korea.

f. Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC). The CG, TRADOC is responsible for—

(1) Individual training in training centers and schooling, except training conducted at the Academy of Health Sciences (U.S. Army Health Services Command (HSC)).

(2) Training support of Reserve components training institutions regional training sites (RCTS).

(3) Management of the Army Reserve Officer's Training Corps (ROTC) Program.

(4) Control of the ROTC control group.

g. Commanding General, U.S. Army Special Operations Command (USASOC). The CG, USASOC commands all USAR special operations forces (Special Forces, Psychological Operations, and Civil Affairs) and serves as the Army component commander in the U.S. Special Operations Command (USSOC).

h. Commanding General, U.S. Army Reserve Personnel Center (CG, ARPERCEN). The CG, ARPERCEN—

(1) Commands and controls all Individual Ready Reserve (IRR) soldiers.

(2) Is responsible for the Officer Personnel Management System (OPMS)—USAR and Enlisted Personnel Management System (EPMS)—USAR.

(3) Has administrative responsibility for USAR soldiers assigned to the Selective Service System.

i. Commanders of MACOMS. The responsibility for training non-unit personnel on AT or ADT rests with the MACOM to which the soldier is assigned or attached for duty.

1-5. Area commands

a. Area commands are identified and defined in the consolidated glossary.

b. Area commanders command USAR TPUs, RTUs, and IMA detachments assigned to commands in their geographic areas. Exceptions are shown below.

(1) The U.S. Army Element Selective Service System Organization (USAR AUG) is under the general supervision of the Director of Selective Service.

(2) The U.S. Army Civil Preparedness Support detachments in the Federal Emergency Management Agency (FEMA). FEMA units are under the general supervision of the Director, FEMA.

c. Where organic elements of tables of organization and equipment (TOE) units are located in more than one area of command, the area commander who commands the HQ element of that unit also will command the subordinate elements, unless HQDA directs otherwise.

d. Overseas area commanders will be governed by—

(1) This and other applicable regulations that pertain to the USAR.

(2) Any Status of Forces Agreements between the United States and the foreign government.

e. ARCOM commanders' areas of command are indicated below. ARCOM boundaries are prescribed by HQDA and will not be changed without HQDA approval.

(1) Except as shown in (2) below, ARCOM commanders command—

(a) All USAR TPUs and attached soldiers, RTUs, and IMA detachments within their geographic area of responsibility.

(b) Assigned Area maintenance support activities (AMSAs).

(2) Units within an ARCOM area, but not commanded by it, include units assigned directly to a USAR General Officer Command (GOCOM) not assigned to that ARCOM or to another TOE HQ under *c* above. (Exceptions are Selective Service detachments and U.S. Army Civil Preparedness Support detachments.)

1-6. Army Staff visits

a. The Army Staff, through staff visits, can become familiar with USAR capabilities by—

(1) Observing progress toward—

(a) Achieving readiness for mobilization.

(b) Solving problems encountered in training and administration of USAR units.

(2) Assisting Reserve component (RC) units through an informal exchange of information.

b. In addition to the visit in *a* above, members of HQDA (DAAR) as part of the Army Staff will conduct visits, as required, to fulfill the statutory obligations of the Chief, Army Reserve (CAR).

c. Area commanders will be informed of units to be visited in advance of a visit. The senior USAR adviser at the area command also will be notified.

d. To derive maximum benefit from travel while in temporary duty (TDY) status, the Army Staff may visit additional USAR units. In those cases where prior notification to the area commander is not possible, notification after the fact will be made as time permits.

1-7. USAR composition

The USAR is a statutory Federal force which consists of the Ready Reserve, the Standby Reserve, and the Retired Reserve. Within the Ready Reserve, there is a Selected Reserve.

1-8. Mission

The USAR mission is to meet DA contingency operations or mobilization requirements.

a. Under DA contingency operations or mobilization plans, units will be provided that—

- (1) Are of prescribed strength.
- (2) Are properly trained.
- (3) Have enough equipment to be deployed, or to support contingency operations or mobilization requirements, with the least post-operations or mobilization training time.
- b. Trained individual officer, warrant officer, and enlisted reinforcements will be provided for—
 - (1) Active Army units.
 - (2) Activated or mobilized units of the Reserve components of the Army.
 - (3) Activation of Army of the United States (AUS) units.

1-9. Command channels (Ready Reserve)

Command channels for TPUs, IMA detachments, RTUs, and non-unit personnel are listed below.

- a. *CONUS*.
 - (1) CINC, FORSCOM, CG, USARC, and ARCOM/GOCOM commands subordinate to the USARC.
 - (2) CINC, USSOC, CG, USASOC, and ARCOM/GOCOM commands subordinate to the USASOC.
- b. *Outside CONUS (OCONUS)*. OCONUS area commander, appropriate Army component commander, and USAR command structure.
- c. *Nonunit personnel (except as stated in d, and e below)*. Commander, ARPERCEN, 9700 Page Boulevard, St. Louis, MO 63132-5200.
- d. *IMA*. IMA proponent agency to which assigned and ARPERCEN.
- e. *Control group (Officer Active Duty Obligor)*. HQDA (DAPE).

Chapter 2 Organization of the U.S. Army Reserve

2-1. Troop program units (TPUs)

The composition of USAR TPU, by number and type units, of current, planned, or programmed force is developed through the annual Total Army Analysis (TAA) process (AR 71-11). The CAR, together with the HQDA, Deputy Chief of Staff for Operations (DCSOPS), CINC, FORSCOM, CINC, USSOC, CINC, USAREUR, and CINC, USPACOM will specify types of units to be activated, deactivated, or converted within the USAR and recommend reallocation of units within the Total Army. The CAR will allocate units to communities.

a. Semiannually, the Office of the Deputy Chief of Staff for Operations (ODCSOPS) provides OCAR with troop program guidance (TPG) outlining activation's, conversions, deactivations, reorganizations, and Authorized Level of Organization (ALO) changes for the program objective memorandum years. OCAR further refines the TPG and provides troop action guidance to FORSCOM, USSOC, USPACOM, and USAREUR. These commands then develop a proposed troop action plan approved during the TAADS command plan process (AR 310-49).

b. Unit priorities and functional category codes of USAR TPUs are listed in AR 680-29. Area commanders will support these units. Units that cannot be supported or maintained at acceptable readiness standards will be reported, through channels, for reorganization, relocation, or deactivation. (See AR 220-1 and AR 350-1.)

c. When a table of distribution and allowances (TDA) unit in the USAR during TAA is approved for establishment, the proponent agency will prepare appropriate TDAs. TDAs will be sent through channels to Chief, Army Reserve, HQDA (DAAR-OP), WASH DC 20310-2400 for coordination with HQDA agencies and final approval. As required, revisions and changes also will be submitted for approval.

d. TPUs that must function effectively immediately on mobilization (or soon thereafter) will be activated at a level of organization in line with mobilization mission priority, or as directed by HQDA(OCAR).

e. Units that consist entirely of enlisted soldiers will be attached to other units for administration and supervision.

f. A newly activated TPU may require up to 4 years from its carrier E-date to attain a deployable unit readiness posture. This period accommodates the requisition and receipt of MTOE equipment, the recruiting and MOS qualification training of authorized personnel, and the development of collective skills necessary for mission accomplishment. HQDA (DAAR-OP) will direct designated units to activate at C-5. Units are then required to obtain a deployable "C" rating as soon as possible, not to exceed 4 years.

2-2. Designation of TPUs

a. *Modified TOE (MTOE)/Living TOE (LTOE) units*. HQDA prescribes and designates these units per mission requirements. MTOE units will be designated by the title of the appropriate TOE. When the title includes parentheses, that portion not in parentheses is the official designation. When the TOE and HQDA letter disagree, the title prescribed by the HQDA letter takes precedence. (See AR 220-5.) Redesignation of a unit is not required when only the parenthetical identification changes.

b. *TDA units*. HQDA prescribes the title, numerical designation, and detachment number, as applicable, for TDA units.

2-3. Activation of TPUs

HQDA(DAMO), as a result of TAA programs the activation of TPUs. Subordinate units will not be activated before the headquarters unit, without HQDA approval. Appropriate commanders will prepare activation requests from subordinate commands; they will be sent to the CG, FORSCOM or appropriate Army component commander, or OCONUS area commander. MACOMs will forward activation requests to HQDA (DAAR-OP) WASH DC 20310-2400 concurrently with MACOM command plan. Request from subordinate commands to the MACOM will contain the information listed below.

a. Recommended type unit, TOE/standard requirement code (SRC) or TDA, authorized level of organization, and deviations from standard or TOE organization.

b. Location, including information on subdivision of unit, if applicable. A unit may be subdivided (split) between communities for organizational purposes. However, the composition, strength, and facilities available to the subdivided unit must permit adequate supervision and realistic training. The subdivided unit will have a designation that relates to its parent unit (for example, Detachment No. 1, 339th General Hospital).

c. If a determination is made to proceed with locating the unit in the local community following the procedures in DOD Directive 1225.7, subsection C.1, the military service will coordinate with other military services having or desiring to establish Reserve units in the area. Based on this coordination, the following statement will be included in project justification documents.

"The Reserve manpower potential to meet and maintain authorized strengths of all Reserve units in the area where units are to be located has been reviewed per the procedures described in DOD Directive 1225.7. It has been determined, in coordination with other military departments having Reserve units in the area, that the number of Reserve components presently located in the area, and those units having been allocated to this area for future activation, is not and will not be larger than the number that reasonably may be maintained at authorized strength."

d. The above statement will be certified by the Chief, Army Reserve or designee, and retained in the project file by the Army Reserve unit concerned. This is necessitated by DOD Directive 1225.7, which requires that Army Reserve units located or to be located in a community will not be programmed for personnel strengths that will exceed the capability of that community for support. This provision does not apply to actions involving USAR and Army National Guard units being relocated within a 15-mile radius of their present locations unless crossing Congressional,

State, or ARCOM boundaries. Further, these coordination requirements are applicable to new-start units only.

e. Data on the availability, use, and funding use of facilities for administration, training, storage, maintenance, and military equipment parking, and privately owned vehicle (POV) parking. Prepare a DA Form 5034-R (Project Documentation Space Allowances Worksheet) per AR 140-483).

f. A statement that a qualified commander is available. Units that furnish medical care normally will be commanded by a Medical Corps officer; units that furnish dental care normally will be commanded by a Dental Corps officer. However, small units with outpatient health and dental missions may be administered by any qualified health professional. Medical units, that during the course of training have no responsibility for patient care, may be commanded by the senior Army Medical Department (AMEDD) officer qualified to assume command. (See AR 40-1 and AR 600-20.) The commander of the next higher headquarters will consider the availability of qualified officers and the size, mission, and professional direction of the unit when selecting unit commanders.

g. A statement that personnel needed for activation are available for assignment, based on market analysis provided by U.S. Army Recruiting Command (USAREC) (does not apply in USAREUR). Sufficient enlisted soldiers must be available to fill key authorized positions in the unit. Current market analysis should predict successful subsequent fill of the unit.

h. Applicable information or remarks about cellular organization, or other essential data, not included above.

i. A statement as to whether a USAR unit has ever been stationed in the proposed location.

j. A statement about the availability of technician support. This must include the grades, numbers, and skills required. If programmed full-time unit support (FTUS) authorizations exist to support the unit, this must be included in the statement.

k. MACOM submission of command plan to HQDA (DAMO-FDF) for unit activation's require subsequent submission of above information in a FORSCOM Form 122-R (Change in Status for USAR units).

2-4. Deactivation, relocation, and reorganization of USAR TPUs

a. Requests. HQDA(DAAR) must approve requests for deactivation, relocation, reorganization, and subdivision of units, addition or deletion of organic elements of units, and changes in priority designation of units. Commanders will prepare requests and send them through the appropriate MACOM commander. The MACOM will forward requests for above actions to HQDA (DAAR-OP), WASH DC 20310-2400 concurrently with submission of MACOM command plan. The general policies listed below apply to such requests.

(1) Request will contain adequate justification for the action recommended. For relocations, a statement as to whether a USAR unit has ever been stationed in the proposed location will be included.

(2) Coordination with the NGB will be limited to either new starts (para 2-3*d*), or relocation actions that are by their nature controversial. DOD Directive 1225.7 requires that these new starts or actions will be coordinated, when appropriate, with the Governor of the State concerned. This will ensure proper documentation and procedural effectiveness.

(3) Before sending, requests for deactivation or relocation of a unit will be coordinated with the USAR unit commander. If the unit commander does not agree with the recommended action, the commander's comments will be included in the request.

(4) All requests will address the use of facilities. The requests will include plans for the personnel backfill, elimination, or expansion of those facilities at which the proposed deactivation, relocation, or reorganization would result in unsatisfactory use after the proposed action is completed. Unsatisfactory facility use is less than 85 percent, or more than 150 percent, of the rated capacity of the USAR center.

(5) All requests will address maintenance and storage of equipment; this will include the following:

(*a*) Maintenance support plan, including availability of an AMSA and direct support (DS) or general support (GS) assistance.

(*b*) Storage of individual and unit equipment, and parking area for MEP and POV.

(6) MACOM submission of command plan to HQDA (DAMO-FDF) for unit deactivations, relocations, and conversions requires subsequent submission of the above information in a FORSCOM Form 122-R (Change in Status for USAR Units).

b. Deactivation The FORSCOM Form 122-R will contain the reason for deactivation, citing unit deficiencies, previous corrections, backfill strategy, and other applicable data to justify the request.

c. Relocation.

(1) Requests for relocation of TPUs will contain the applicable information required by *a* above on FORSCOM Form 122-R; requests must be adequately justified. Unit personnel reassignments should also be included. Additionally, include the number of personnel and type (officer, warrant officer, or enlisted) by grade, branch, and specialty skill identifier (SSI) going with the unit to the new location, and those reassigned to other units near the present location. In determining whether soldiers are to remain with a unit or be reassigned, the reasonable commuting distance (para 3-8) will apply. The appropriate MACOM commander will approve relocations that are mandatory to consummate congressionally approved USAR facility acquisitions by transfer, lease, construction, or cancellation of lease agreements. Notice will be sent to HQDA (DAAR-OP), WASH DC 20310-2400, Commander, USARC (AFRC-EN), 3800 N. Camp Creek Parkway, SW, Atlanta, GA 30331-5099, and Commander, ARPERCEN (DARP-ZOR), 9700 Page Boulevard, ST. Louis, MO 63132-5200 in these cases.

(2) The appropriate MACOM commander may approve the temporary relocations of USAR units within the same community under emergency conditions. (Facilities destroyed or damaged beyond repair are examples.) Appropriate notice and permanent relocation request will then be provided as in (1) above.

(3) The CG, FORSCOM may approve requests when the proposed location remains within the current congressional district, does not involve moving to another ARCOM, and makes maximum use of Federal facilities. (See *a* above.) If the troop population of a federally owned facility is to be reduced below 85 percent, or if a facility built under Military Construction, Army Reserve funding is to be vacated, prior coordination with HQDA(DAAR) is required.

d. Reorganization. No changes that affect the authorized level of organization of MTOE/TDA units will be implemented without prior approval of HQDA(DAAR). These reorganizations are commonly called ALO changes. Another type of reorganization, a conversion, involves any change to a unit's standard requirements code (SRC), affecting positions 1 through 9 of the SRC, e.g., a reorganization of an engineer battalion from SRC 05135H00200 to 05135H200200 is a conversion and requires prior approval of HQDA(DAAR) before change can be documented in TAADS. In addition, HQDA(DAAR) must approve personnel changes caused by routine updating of MTOEs referred to as consolidated TOE update (CTU) reorganization. Change requests from appropriate commanders will be sent through the appropriate MACOM commander to HQDA (DAAR-OP), WASH DC 20310-2400.

2-5. Overstrength

Overstrength policy provides USAR commanders the flexibility to maintain sufficient strength to enable their units to deploy with 100 percent of wartime required strength and prohibit overstrength in designated units in compliance with Congressional directives. It is intended to allow the USAR commander an additional strength management tool to ensure fulfillment of mobilization readiness responsibilities. It also ensures they have units fully manned with qualified soldiers in the event of mobilization. It is not intended to license overstrength for its own sake. The actions taken by unit commanders ensure that each soldier is properly trained, assigned to a meaningful mobilization role, and is fully used are keys to a successful strength management program and personnel readiness.

a. MACOMs will be provided specific end strength and average

strength guidance by the Chief, Army Reserve on Congressional approval of the budget and the end strength ceilings. MACOMs will ensure that their end strength allocation is not exceeded and will provide subordinate commands appropriate overstrength management guidance. HQDA(DAAR-PE) will monitor the overall end strength weekly. MACOMs will assist in the monitoring process by notifying HQDA(DAAR-PE) WASH DC 20310-2400, not less than 60 days before the end of the fiscal year, if their allocated end strength could be exceeded.

b. The CG, FORSCOM, CG, USARPAC, CG, USASOC, CG, USAREUR, and CG, Eighth U.S. Army are authorized to permit overstrength paid drill positions in units and/or career fields within the guidelines listed in paragraph *c* below. CG, USAREUR is also authorized to permit overstrength within the guidelines listed below except for forward deployed elements of units.

c. The two permitted overstrength categories are as follows:

(1) One hundred twenty-five percent (125%) category: Units may fill to 125% of wartime required strength, by grade, in enlisted ranks PV1 through SSG specified in the applicable TOE/MTOE/TDA document of Infantry, Armor, Field Artillery, Air Defense Artillery, and Armored Cavalry. Also included are Combat Engineer, Aviation, Special Forces, Military Intelligence/CEWI, Psychological Operations, Medical, Maintenance, Transportation, Signal, and Military Police units of battalion/squadron size or smaller. For the purpose of this regulation, general, station, field, combat support, Army surgical, evacuation, and convalescent (center) hospitals are considered to be battalion-size or smaller.

(2) One hundred ten percent (110%) category: Units may fill to 110% of aggregate enlisted (all grades) wartime required strength only with soldiers in grades E1 through E4 and/or Simultaneous Membership Program (SMP) participants. The purpose of permitting 110% overstrength is to compensate for soldiers who have not completed initial entry training (IET) or who are enrolled in senior ROTC and participating in the SMP. This applies to training brigades/divisions and all other units not specified in subparagraphs *d*(1) and (3).

(3) One hundred percent (100%) category: Civil Affairs, Public Affairs, military history, bands, USARF schools, maneuver area/training commands, and Army Reserve command headquarters units will not exceed 100% wartime required strength due to Congressional constraints. Assigned soldiers who have not completed IET and/or those ROTC cadets participating in SMP will be counted within the 100% limitation.

d. The following exceptions apply to the overstrength policy listed in paragraphs *c*(1) and *c* (2) above. They do not apply to units in paragraph *c* (3) above except as noted.

(1) Lieutenant and captain positions may be filled to 125% of wartime required strength in the applicable TOE/MTOE/TDA document in brigade equivalent and/or smaller size units. Lieutenants with a military service obligation may be assigned to these positions up to 200% of wartime required strength. In the event additional obligated lieutenants are available and no other USAR unit has a vacant position, area commanders may approve assignment of lieutenants as additional overstrength without limitation. This is if meaningful training and proper control can be provided by the unit requesting exception to policy.

(2) Within USAR training divisions/brigades, enlisted overstrength is permitted for soldiers in pay ranks SPC/CPL and SSG filling overstrength drill sergeant positions only.

(3) All soldiers in overstrength positions must be assigned duties consistent with their military occupational specialty (MOS)/area of concentration (AOC) qualifications or their programmed MOS/AOC training. Assignment parameters for AMEDD officers continue to be governed by AR 140-10, chapter 2, section V.

(4) Overstrength limitations do not apply to commissioned officer and warrant officer (all grades) specialties for Chaplain, Judge Advocate, AMEDD (less Medical Service Corps except Pharmacy officers, 68H), Aviation, and Special Forces branches; Civil Affairs and Psychological Operations areas of concentration when assigned

within those areas. Assignments will not exceed 200% without approved exception from the next higher general officer headquarters. This may mean allocating additional units or creating augmentation TDAs to ensure these soldiers are properly supervised, trained, and used. This exception does not apply to enlisted personnel or to Congressionally constrained units specified in paragraph *c*(3) above.

(5) All units, including Congressionally constrained units in paragraph *c*(3) above, may fill all positions projected to be vacated within 1 year without counting these soldiers in overall unit strength.

(6) This overstrength policy does not apply to AGR positions. No drilling Reserve soldier will be double slotted against a position filled by an AGR soldier.

e. Overstrength conditions caused by unit reorganization or deactivation will be managed on a case-by-case basis by MACOM as appropriate. They are excluded from the limitations of this policy for a period of 1 year from the date of reorganization or deactivation.

f. A soldier may be mandatorily assigned to a USAR unit overstrength position under the following conditions:

(1) The unit of assignment is within commuting distance (50 miles or 90 minutes driving time) of the soldier's home;

(2) Another appropriate assignment cannot be located on USAR REQUEST when using the MUSARC Transfer Program;

(3) The soldier is a satisfactory participant; and

(4) The soldier's area of concentration (AOC), military occupational speciality (MOS) or career management field (CMF) is authorized in the unit.

(5) A non-AOC/MOS qualified soldier agrees to begin qualification training within 1 year of assignment and satisfactorily participate in an approved course of instruction leading to the award of the MOS within 24 months of assignment. Exceptions to this time limit for specialties with extended training may be granted by the gaining MUSARC.

2-6. Redesignation

Only HQDA(DAAR) may approve redesignation of USAR TPUs.

a. Actions on unit organizational changes should be distributed and discussed on a need to know basis.

b. Permanent orders that activate, deactivate, organize, discontinue, reorganize, or redesignate USAR TPUs will be issued and distributed per AR 310-10 (Format 740). Permanent orders that relocate or reassign USAR TPUs will use Format 745, shown in AR 310-10. Copies will be provided to HQDA(DAAR-OP) WASH DC 20310-2400; Commander, FORSCOM (ATTN: AFOP), Fort McPherson, GA 30330-6000; Commander, USARC (ATTN: AFRC-FD), 3800 N. Camp Creek Parkway, SW, Atlanta, GA 30331-5099; and Commander ARPERCEN, (ATTN: DARP-ZOR), 9700 Page Boulevard, ST. Louis, MO 63132-5200. Information listed below will be included when either format cited above is used.

(1) MTOE or TDA number.

(2) Full TOE or TDA strength (OFF-AMEDD-ENL-AGG).

(3) Authorized strength (OFF-AMEDD-WO-ENL-AGG). (Omit in Format 745, as shown in para *b* above.)

(4) Cellular composition, if applicable.

(5) Functional category.

(6) Troop program sequence number.

(7) Unit of affiliation, if applicable.

(8) Unit assignment or attachment.

(9) Standard requirement code, including additions and deletions.

(10) Authorized level of organization for personnel and equipment.

2-7. Organization of reinforcement training units (RTUs)

USAR RTUs are organized to train nonunit USAR soldiers. Personnel attached to these units take part in volunteer nonpay training. They will receive retirement point credit only.

a. Area commanders will organize and discontinue RTUs. When organized, an RTU will be under the command and control of a

USAR general officer command as designed by the commander issuing the general order establishing the RTU.

b. RTUs will be organized and maintained as shown in (1) through (6) below.

(1) Essential facilities, equipment, and instructional material for training are available or programmed.

(2) At least 10 soldiers are required to form an RTU. Exceptions are Military Intelligence (MI) and security, Chaplain, JAGC, civil defense, and medical training units. These units may have a minimum of five soldiers. IMA and Standby Reserve (Active List) soldiers may be attached for training. They may be considered in the above minimum strength requirement. AR 140–192 will apply to personnel attached to MI and security RTUs.

(3) A qualified commander must be available. (See AR 600–20.) An IMA attached for training may be appointed as commander, if the IMA's proponent agency approves.

(4) RTUs failing to maintain satisfactory training standards or the above minimum strength requirements for 3 consecutive months will be discontinued.

(5) RTUs organized as major HQ type units will be used for command, control, and training supervision of appropriate subordinate RTUs as much as possible.

(6) For marksmanship training assistance to USAR unit commanders, an RTU will be organized in each ARCOM. The unit will be used to fulfill the missions stated in chapter 7.

c. RTUs may be organized to train under a program prescribed for a TOE or TDA unit. They also may reorganize to perform functional type training (such as marksmanship, logistics, personnel, medical, liaison services, recruiting, civil defense planning, and military support of local government). The functions of an RTU must not impede the individual mobilization of its soldiers as reinforcements during an emergency. Training will not include correspondence course work accomplished in a group mode.

(1) Units, when training, will use the program prescribed for their applicable TOE or TDA, as much as possible. Deviation from the grade structure is allowed as necessary to meet local conditions.

(2) Units doing functional type training will be organized so that they may train in that field.

2–8. Designation of RTUs

RTUs will be designated as applicable and as shown below.

a. The area commander or HQDA (DAAR–OP) will prescribe the numerical designation.

b. For units organized under a TOE or TDA, the unit designation will include the title of the TOE or TDA, followed by the parenthetical designation (Reinforcement Training). (Examples are 1354th CA Company (Reinforcement Training), Somerset, PA, or Company E, 122d Infantry (RTU), Denton, MI.)

c. For units organized for functional type training, the numerical designation will be followed by Reinforcement Training Unit. The functional type training will be shown in parentheses (For example, 6543d Reinforcement Training Unit (Personnel)).

2–9. IMA detachments

IMA detachments will consist of IMAs who volunteer for inactive duty training (IDT) for retirement points only. IMA detachments will have as an organization mission, the support of the proponent agency to which the individuals are assigned. IMA detachments will be organized like RTUs (para 2–7), except as shown below.

a. The training program must be approved by the IMA gaining command.

b. The detachment must have at least five Army IMAs who have similar military training interests. There is no limit on the number of personnel from a U.S. Armed Forces to be attached. Normally, only those holding IMA assignments will be attached for training. However, nonaugmentees may be attached when the commander, together with the CG, ARPERCEN, so specify. (See AR 140–192 for other requirements for attachment to intelligence units.)

c. No organizational structure is prescribed for IMA detachments. However, the structure should help training in the mission of the

proponent agency for the attached officers. (See para 3–23 and AR 140–192 for a discussion of training.)

2–10. Assignment of USAR units

The CG, USARC will assign CONUS USAR units to an MUSARC, as shown below. The USARC CG will delegate appropriate authority to the MUSARC CG. MUSARC CGs may further assign and attach units to subordinate command control headquarters to help with the routine administrative, training, logistics, and supervisory needs of units in premobilization status.

a. RTUs and IMA detachments may be assigned to an ARCOM or GOCOM. Civil Affairs RTUs and IMA detachments will be assigned to Civil Affairs GOCOMS when available.

b. Area maintenance support activities (AMSA) may be assigned.

c. A GOCOM should have a chance to train in command and control of appropriate organic assigned or attached subordinate units. Other type units may be assigned either to an ARCOM or to a GOCOM. A GOCOM may cross ARCOM geographic boundaries. A unit located in one ARCOM area of responsibility will not be assigned to another ARCOM. Exceptions are cited in paragraph 1–5c.

d. Judge Advocate General Service Organization (JAGSO) units. (See AR 27–1 for information on organization, training, and assignment, or JAGSO units and personnel.)

e. CG, USARC must approve reassignment of a USAR TPU from the command and control of its normal or functional GOCOM HQ (for example, Engineer Company from an Engineer Group, Logistical Unit from Logistical HQ, Medical Co/Det from Medical Bde).

f. The MACOM CG will determine the assignment of OCONUS USAR units.

g. No units will be assigned or attached to USARF school units.

2–11. Military intelligence (MI) units

See AR 140–192 for information on organization, training, assignment, and retention for MI units and personnel.

2–12. Unit identification code (UIC)

All USAR TPUs and control groups will be assigned UICs; IMA detachments and RTUs will not be assigned UICs.

2–13. USAR control groups

USAR control groups provide control and administration for USAR personnel not assigned to TPUs. Control group designation will include the control group type.

2–14. Ready Reserve control groups

a. Control Group (AT) consists of nonunit Ready Reserve soldiers with a training obligation. They may be assigned to units by the CG, ARPERCEN to other appropriate training deemed necessary by their personnel management officers or personnel management noncommissioned officers at ARPERCEN. These soldiers also must take part in AT when so directed.

b. Control Group (IMA) consists of Ready Reserve nonunit soldiers who are assigned to authorized augmentation positions documented on Active Army organization mobilization TDAs. To qualify, positions must require peacetime training.

(1) These soldiers are considered available for mobilization or national emergency.

(2) At least 12 days of AT, exclusive of travel time, is required annually for these soldiers. IMAs are part of the Selected Reserve

c. Control Group (Reinforcement) consists of all other nonunit Ready Reserve soldiers not assigned to another control group. Both obligated and nonobligated officers may be assigned to a USAR unit or IMA position. Nonobligated officers who do not accept assignment may be removed from an active status, as stated in AR 140–10.

d. Control Group (Officer Active Duty Obligor) consists of AD officers, appointed in the USAR, who do not enter on AD at the time of their appointments. (See officer active duty obligor in the

glossary.) They will not be involuntarily required to train without direction of HQDA (DAPE).

e. Control Group (AGR) consists of Ready Reserve soldiers who are on full-time active duty in the USAR Active Guard Reserve Program (AR 135–18 and AR 140–30). They are part of the Selected Reserve.

f. Control Group (Dual Component) consists of Regular Army of the United States enlisted soldiers or warrant officers who hold Army Reserve commissions or warrants.

g. Control Group (Delayed Entry Program) (DEP) consists of personnel who have enlisted in the DEP under a contract to subsequently enlist in the Regular Army. The control group is under the administrative jurisdiction of the CG, USAREC and is prescribed by AR 601–210.

h. Control Group (Reserve Officers, Training Corps)(ROTC) consists of cadets enrolled in the Senior ROTC. The control group is under the administrative jurisdiction of the Commander, ROTC Cadet Command and is prescribed by AR 145–1.

2–15. The Standby Reserve

The Standby Reserve consists of soldiers who maintain their military affiliation without being in the Ready or Retired Reserve. Membership is limited to those soldiers having mobilization potential. Soldiers with a statutory military service obligation, temporarily placed in the Standby Reserve, will be transferred back to the

Ready Reserve at the earliest possible date. Voluntary Standby Reserve soldiers, unable to transfer to the Ready Reserve and possessing critical skills determined by the Secretary of the Army to be mobilization assets, may be retained instead of discharged. Soldiers assigned to the Standby Reserve will be placed in one of the following categories per AR 140–10, chapter 8:

a. *Active Status List.* Soldiers on the Active Status list may participate in Reserve training activities at no expense to the government, earn retirement points, and be eligible for promotion. They are not eligible for promotion to general officer ranks.

b. *Inactive Status List.* Soldiers on the Inactive Status List may not train for pay or retirement points and are not eligible for promotion.

2–16. The Retired Reserve

The Retired Reserve consists of soldiers who retain their status as Reserves of the Army and who are or have been retired from an active status, or have been assigned at their requests and are otherwise qualified.

2–17. Responsibility for organizing and maintaining USAR control groups

The CG, ARPERCEN and other designated commanders will organize necessary control groups. (See table 2–1 and AR 140–10.)

Table 2–1
USAR assignment status and administrative jurisdiction

Assignment status	OFF	WO	ENL	CDT	Ret points	Under the administrative jurisdiction of
TPU	X	X	X	*	yes	Appropriate area commander
IRR						
Con Gp (AT)	X	X	X		yes	CG, ARPERCEN
Con Gp (Reinf)	X	X	X		yes	CG, ARPERCEN
Con Gp (IMA)	X	X	X		yes	Appropriate proponent agency of assignment and CG, ARPERCEN
Con GP (AGR)	X	X	X		yes	Appropriate command to which attached and CG, ARPERCEN
Con Gp (OADO)	X				no	CG, ARPERCEN
Con Gp (Dual Comp)	X	X			no	CG, ARPERCEN
Con Gp (ROTC)				X	no	Cdr, ROTC Cadet Command
Con Gp (DEP)			X		no	CG, USAREC
Standby Reserve						
Active Status List	X	X	X		yes	CG, ARPERCEN
Inactive Status List	X	X	X		no	CG, ARPERCEN
Retired Reserve	X	X	X		no	CG, ARPERCEN

Notes:

*ROTC cadets participating in the Simultaneous Membership Program (SMP). On commissioning, retirement points are not creditable. In computing length of service for any purpose, an officer appointed through the ROTC program may not be credited with enlisted service for the period covered by his or her advanced training (10 USC 2106(c) and 10 USC 2107(g)).

Chapter 3

Training

Section I

Introduction

3–1. Policy

Training policy is provided by AR 350–1 (The Army Training and Education System), AR 350–41 (Army Forces Training), and AR 351–1 (Individual Military Education and Training). Procedures for managing, planning, and executing unit training is contained in the FM 25 series of manuals. USAR commanders will use these manuals as the basis for training management. Training will take place during IDT, ADT, AT, and initial active duty for training (IADT).

a. The training year for all USAR units will begin on 1 October and end on 30 September.

b. USAR units will strive to attain and maintain readiness that will enable the unit to perform all its wartime missions.

c. Training programs will be prepared and updated each year as required by the CG, USARC. The Director, Selective Service will

approve the program for Selective Service detachments. The Director, Federal Emergency Management Agency (FEMA) will approve the program for U.S. Army Civil Preparedness Support detachments. Training programs for OCONUS based units will be prepared and updated by the OCONUS Area commander concerned. Chief, Army Reserve will approve the training program for the IRR.

d. Unit commanders will prepare a monthly training schedule, as described below.

(1) All training activities of the unit, training for subsections, and separate training for individual soldiers will be programmed in a comprehensive schedule that corresponds with a full calendar month. This monthly training schedule will describe what, when, and where training is to be accomplished. In addition, it will also list who will receive the training and any special requirements for that training. This schedule will include all periods of unit training assemblies (UTA) and multiple training assemblies (MUTA), additional drill assemblies (ADAs), and equivalent training (ET), that occur within the calendar month. Rescheduled training (RST) periods scheduled in the RST window (as described in para 3–12c) for

the subject UTA/MUTA will be attached to the monthly training schedule for the calendar month of the subject UTA/MUTA.

(2) Training performed in an attached status with another unit does not affect the monthly training schedule. A UTA/MUTA that cannot be conducted as scheduled due to changing circumstances will be canceled and rescheduled within the same calendar month. When training cannot be rescheduled within the calendar month due to changing circumstances, it may be rescheduled in the next calendar month, when justified and approved by the requesting unit's next higher command. (Examples of changing circumstances are flight cancellation due to weather or lack of aircraft, or a unit to be supported changes its assembly dates. (See exception in para 3-12e.)) Such requests and approval or disapproval will be kept as informal as administratively possible. Approved requests will be sent to the Joint Uniform Military Pay Schedule—(JUMPS)—(RC) Input Station with the next unit pay package.

(3) To have a series of formations credited as an assembly, all subsections or soldiers in the unit must be included in the series within 30 consecutive days.

(4) Soldiers who volunteer to attend schools for personal reasons will not be included in the monthly training schedule. (An example is an officer taking a course not needed to meet the officer's education requirement for promotion.)

(5) All pertinent data of subsections that perform RST or soldiers who perform ET must be recorded and appended to the appropriate monthly training schedule. Information should include those who performed duty, when and where it was performed, the type of duty, who approved it, and when approval was given.

(6) Monthly training schedules will be retained for 1 year after completion of current training year.

(7) The monthly training schedule is designed to be a flexible training plan that tracks all activities within the unit. This schedule is a working document that may be under constant revision until the end of the calendar month. It can be expected that training requirements will change from time to time. These changes will be posted as they develop.

e. Within the zone for which an oversea commander is responsible, soldiers may take part in ADT or IDT, providing the host nation does not prohibit such training. Funds and spaces must be available.

f. Individual training will be determined as follows:

(1) Individual school training requirements will be determined per AR 350-10. The CG, TRADOC will program for these requirements.

(2) The CG, ARPERCEN, in coordination with MACOMs will determine resident training requirements at service schools for CONUS TPU soldiers, less non-prior service (IADT) and prior service training (PST) requirements.

(3) OCONUS Army component commanders will determine resident training requirements for TPU soldiers in their areas of responsibility, less non-prior service requirements.

(4) The CG, ARPERCEN, together with HQDA (DAAR-OP), will determine resident training requirements of IRR soldiers.

3-2. Training coordination and assistance

HQDA agency chief's and other commands having special interest in Reserve training will—

a. Recommend changes to current techniques and doctrine to—

(1) The CG, USARC; the Commandant, Academy of Health Sciences (AHS); and DOD school commandants for changes in training directives.

(2) The CG, TRADOC, for changes in training publications.

b. Recommend to the CG, TRADOC, and AHS and DOD school commandants, AT programs for highly skilled nonunit soldiers who need specialized training to maintain their technical proficiency.

c. Assist area commanders with special interest in unit training by—

(1) Providing information on the following:

(a) Technical subjects.

(b) Mobile training teams, to conduct training in subjects that require highly skilled personnel.

(c) Training aids not available through RCTI or other sources.

(2) Developing model training aids or plans.

(3) Providing guest speakers for IDT.

(4) Providing appropriate special training projects.

3-3. Physical standards for USAR soldiers

a. *Individual responsibilities.* Each USAR soldier (TPU, IRR, IMA, or AGR) is expected to maintain on a personal basis a level of physical fitness commensurate with his or her age. The level of fitness to be maintained by the individual will enable that soldier to meet the requirements in paragraphs b and c below.

b. *Weight Standards.*

(1) All USAR soldiers (TPU, IRR, IMA, STANDBY) will be denied ADT, active duty for special work (ADSW), temporary tours of active duty (TTAD), or AGR tours (for other than a course of instruction) if overweight as specified in AR 600-9. If a soldier reports for an ADT, ADSW, TTAD, or AGR tour and the commander at the duty station determines that the soldier does not comply with AR 600-9, the ADT, ADSW, TTAD, or AGR tour will be terminated by appropriate orders and the soldier will be returned to his or her home station. In addition, a letter will be sent to the soldier's commander, through command channels, citing reasons for termination of the soldier's duty.

(2) Soldiers who report overweight to any course of instruction have 30 days to meet the standards before being disenrolled. If course of instruction is less than 30 days, soldier must meet standards before graduation.

(3) Overweight TPU soldiers may perform AT only with their assigned unit. These soldiers will remain subject to the requirements of AR 600-9.

(4) CG, ARPERCEN and unit commanders will ensure all overweight personnel are entered into a weight control program and that favorable personnel actions, including attendance at professional military schooling, are suspended for all overweight personnel. The provisions of this subparagraph apply to TPU, IMA, IRR, and Standby soldiers.

(5) Soldiers on a weight control program will not be denied attendance at regular IDT assemblies.

c. *Army Physical Fitness Test (APFT).*

(1) TPU soldiers will comply with AR 350-15 .

(2) IRR soldiers under 40 years of age placed on a tour of duty for 12 or more days will be given the APFT. The test will be given to a soldier only once each fiscal year. The commander will report the result of the test on DA Form 705 (Army Physical Fitness Evaluation Score Card). (See FM 21-20.) Send DA Form 705, together with a copy of the individual tour orders to Commander, ARPERCEN, ATTN: (DARP-OPM-T) (officer) or (DARP-EPO-P) (enlisted), 9700 Page Boulevard, St. Louis, MO 63132-5200.

(3) IRR soldiers age 40 years or more, or with medical profiles, will comply with AR 350-15 .

(4) USAR soldiers in the AGR Program are subject to the same APFT standards as Active Army soldiers.

Section II Inactive Duty Training

3-4. IDT assembly policy

Type of IDT assemblies for which pay or retirement point credit, or both, are authorized as listed below.

a. *Two-hour training assembly.* Two-hour training assemblies are authorized for RTUs and IMA detachments in a nonpay status. (They must be at least 2 hours long; roll call and rest periods are excluded.) Units allowed 2-hour training assemblies will not combine two or more 2-hour training assemblies for multiple point credit. However, these units may schedule UTAs and MUTAs. (See b and d below.) MUSARC commanders may authorize this type of assembly for RCTI students who will be awarded only one retirement point credit for each 4 hours of instruction. Two 2-hour training assemblies conducted by RCTI on separate days may be

combined to make one 4-hour instructional block. Training assemblies used in this manner may be awarded one retirement point credit or 1 day's pay or both, if authorized.

b. Unit training assembly (UTA). A UTA is an authorized and scheduled training assembly of at least 4 hours, including roll call and rest periods. At least 1 day's pay or 1 retirement point, or both is authorized for each assigned or attached person who satisfactorily completes the entire UTA. This assembly is mandatory for all TPUs.

c. Multiple unit training assemblies (MUTAs).

(1) MUTAs are two or more UTAs conducted consecutively, subject to the following:

(a) No more than two UTAs are conducted per day.

(b) Only one retirement point credit and 1 day's pay is allowed for each UTA, regardless of the number of hours of training each day.

(c) Criteria for awarding retirement points per the 2-, 4-, 8-, and 2/8-hour rules is defined in AR 140-185.

(2) Conducting consecutive UTAs and MUTAs will make possible having a MUTA-2 in 1 day, a MUTA-3 or MUTA-4 in 2 days, and a MUTA-5 or MUTA-6 in 3 days.

(3) MUTAs may be conducted at a home station, an appropriate field training area, or a special training facility.

(4) When a MUTA is scheduled for a calendar day, each UTA will be of equal duration. Time for meals served in garrison environment will not be included when training time is computed for the UTAs.

d. Single UTA or combinations. Commanders may use either single UTA or combinations that best suit their unit training requirements and goals. The CG, USARC and OCONUS Army commanders will set minimum field training requirements.

e. Number of training assemblies.

(1) Troop program TOE/MTOE and TDA units will conduct no more than 48 UTAs each fiscal year.

(2) Of the total number of paid assemblies allowed, no more than 35 percent will be held during any 3-month period. No more than 20 percent will be held during any 1 calendar month. (Disregard fractions, except when zero will result.) MUSARC Commanders may authorize deviations as circumstances require. The unit request will include a statement that the 48 training assemblies will not be exceeded. If approved, a copy of the request and approval must be sent with the unit performance package to the servicing input station.

(3) TDA RCTI will conduct no more than 48 UTAs each fiscal year for all assigned staff members and faculty. Faculty may perform duty based on approved individual training schedules as an exception to (2) above. (The IDT period for the conduct of student training will be 1 October through 31 May for RCTI school courses.) Accounting criteria for attendance at each individual instructor training period will be the same as for a UTA. Criteria for rescheduling individual instructor assemblies will be the same as for RST. (See para 3-12.) Regardless of the number of courses taught, all instructors assigned to an RCTI must be present for, or take part in presenting, 96 hours or more of instruction during IDT.

(4) Unit commanders will ensure that unit soldiers attending RCTI in an attached status during IDT do not exceed the maximum allowable 48 drills per fiscal year.

(5) RTUs and IMA detachments will conduct 48 hours of training per fiscal year.

(6) In addition to UTAs and MUTAs, other types of additional IDT periods authorized pay and retirement points are listed below:

(a) Additional flight training periods (AFTP).

(b) Additional drill assemblies.

f. Commanders are authorized to schedule IDT to conduct family oriented training activities. No more than 8 hours will be used for this activity each year. Some topics that may be considered for these type training activities are but not limited to the following:

(1) Family member orientation (rights and benefits).

(2) Premobilization preparation of the family.

(3) Legal and financial briefings.

(4) Prevention of family violence.

(5) Army Community Service (ACS) outreach programs.

(6) Drug and alcohol information.

(7) Support group organization.

(8) Volunteer activities and programs.

3-5. General IDT standards

TOE/MTOE and TDA units will maintain prescribed standards of IDT proficiency.

a. During IDT, unit commanders will stress completion of training that can be done at the home station, including maintenance of individual and unit equipment, AOC/MOS sustainment and mission training.

b. Each battalion and higher headquarters should visit subordinate units at least once each quarter. These visits will allow USAR commanders at all levels to supervise dispersed units. MUSARC Commanders may visit units at all levels within their commands. They may also visit RTUs in conjunction with visits to TPUs. During these visits, MUSARC commanders may conduct command and key staff conferences necessary for effective command and control. Man-day allocations may be provided for visits made while not on IDT. Reimbursement for travel expenses to subordinate units more than 50 miles, or more than 90 minutes travel time, from the parent unit headquarters may be granted when travel is done on IDT and funds are available. Unit commanders will program their requirements each year and submit them through channels to the CG, USARC, CG, USASOC, or OCONUS Army component commander.

c. RTUs will train under pertinent training directives and publications. When possible, specialized skills inherent to functional type RTUs should be used to support the following:

(1) Staff training exercises.

(2) Annual marksmanship qualification or familiarization training for authorized soldiers.

d. If military requirements do not prohibit, commanders will excuse from duty persons required by the tenets of their religious faith to observe certain customs or to attend religious services. For units training on Sunday, or the Sabbath, appropriate religious services will be arranged on site or soldiers will be excused to attend services of their choice. Attendance at religious services and reasonable travel time to and from these services will be considered part of scheduled training. The attendance at religious services must not seriously interfere with military training or duty. Unit commanders will exercise controls to assure the excusal privilege is not abused and the length of absence is not excessive in relation to the length of the scheduled training assemblies.

3-6. Field training standards for IDT

a. Distance. Travel time to and from field training areas will not constitute more than 25 percent of the total of UTA or MUTA hours (time) planned.

b. Terrain. Where possible, field training areas should include the following:

(1) An adequate road net.

(2) Rolling terrain, vegetation, and cover for camouflage training.

(3) Areas suitable for tactical exercises.

c. Facilities. Where possible, real property acquired for field training should be suitable for administrative training, range firing, and live-fire exercises. Selection will be based on the least space needed for health standards, security, and future use.

d. Records. For field type training, unit training schedules should be kept for at least 1 fiscal year. The schedules must show the actual training area used.

e. Unit training schedule. For field training, unit training schedules will show the entire time the unit is away from its home station (for example, MUTA-4, 210600 April-221800 April 1993).

3-7. Reasonable commuting distance

See AR 140-10 for guidance.

3-8. Entitlement while performing IDT at unit of assignment

a. Roundtrip travel from home to unit to which USAR soldiers are assigned or attached, will be at the individual's expense unless otherwise provided for by AR 140-10. The USAR has no responsibility to provide transportation in these cases.

b. Unless otherwise provided for, all subsistence during MUTA will be administered per AR 30-1.

3-9. Training attachments and training attendance records

a. *Training attachments.* TPU and RTU soldiers are expected to train with the unit to which they are assigned. However, they may be attached to other units for training for any of the reasons listed below, or other cogent reasons.

(1) Attendance at RCTI.

(2) Absence from the vicinity of the parent unit for an extended time.

(3) Duty required at a place other than the home unit (for example, division surgeon assigned to a medical battalion of Consolidated Training Facility (CTF)).

(4) Special training conducted elsewhere. Soldiers training at an RCTI will be attached for training until the course is completed, unless relieved by the RCTI commandant. Administration of the soldier will remain with the parent unit.

b. *Attendance standards.* Units are expected to maintain a minimum attendance of 85 percent of assigned strength during each monthly training period. Units failing to achieve this standard will be subject to special command interest and unsatisfactory inspection ratings. This attendance standard will be computed using the formula outlined in AR 140-185, figure D-11, paragraph (13) and will include the following criteria:

(1) Soldiers performing—

(a) UTA or MUTA.

(b) RST.

(c) ET.

(d) IADT.

(e) ADT.

(f) ADA.

(2) Training in an attached status.

(3) According to an individual training schedule (RCTI faculty members).

(4) Soldiers not authorized to attend because of—

(a) Unsatisfactory participation. (See AR 135-91, para 4-12.)

(b) Change of address. (See AR 135-91, para 4-16.)

(5) Soldiers excused per d below.

c. *Accrual of absences.* A soldier must not accrue more than eight unexcused absences from scheduled UTAs in any 1 year, as computed per AR 135-91. The penalty for exceeding allowable absences is cited in AR 135-91.

d. *Excused absences.* Unit commanders may excuse soldiers as listed in (1) and (2) below per AR 135-91. In addition, a record will be kept on reasons excused. This record will include who was excused, when, the reasons, and who authorized the absence. Commanders may not excuse soldiers because of their reenlistment, or for their enlisting or reenlisting of another person.

e. *Credit for attendance.* Soldiers will be credited for attendance when they—

(1) Are present for the duration of the scheduled assembly, RST, and/or ET.

(2) Are at the appointed place of duty for each training period.

(3) Complete assigned tasks in a satisfactory manner.

(4) Are in the proper uniform per paragraph h below.

f. *Tardiness.* The unit commander will approve attendance or nonattendance at UTA's for soldiers who are tardy. Soldiers may make up time missed due to tardiness, at the discretion of the unit commander.

g. *Training attendance records.* Unit commanders will ensure that attendance is accurately documented and recorded.

(1) DA Form 1379 (Unit Record of Reserve Training) will be completed as required per AR 140-185.

(2) Commanders will use unannounced roll calls, musters, or spot checks to ensure that all soldiers performed duty as prescribed on the training schedule. Soldiers failing to perform for the entire prescribed period, or failing to perform per paragraph h below, will have that performance recorded on DA Form 1379. Neither pay nor retirement points are authorized in these cases.

(3) Subsections performing duty away from the unit will use sign-in rosters verified by the person in charge. DA Form 1380 (Record of Individual Performance of Reserve Duty Training) will be used as required in AR 140-185.

(4) TPU soldiers attached to RCTIs for training will have their attendance documented by an attendance roster verified by the senior instructor.

(5) Rosters for roll call, sign-in, and attendance will be kept per AR 25-400-2.

h. *Wearing of the uniform.*

(1) Soldiers will not be credited with attendance at any training (to include training for retirement points only) unless they—

(a) Are in the prescribed uniform of the day per current training directive.

(b) Are neat and soldierly in appearance.

(2) Exceptions to this policy will be made when—

(a) Assigned or attached soldiers have not been issued the prescribed uniform.

(b) The unit commander determines that circumstances precluded the wearing of the uniform.

(c) Soldiers are assigned or attached to units in which the mission and training program preclude wearing of the uniform. For such units, the commanding officer will prescribe appropriate dress.

3-10. Constructive attendance

Unit commanders will grant credit for constructive attendance as determined below.

a. *Soldiers taking part in rescheduled training (RST).* This training will be a part of the unit's comprehensive training schedule. A unit soldier will be given constructive credit of attendance for the scheduled UTA or MUTA on completion of the RST. Unit soldiers will be entitled to pay and retirement point credit on satisfactory performance of RST(s) (para 3-11).

b. *Soldiers taking part in ET.* In lieu of attending scheduled training assemblies of their assigned unit, soldiers taking part in ET will be considered constructively present at training assemblies. They will be entitled to pay and retirement point credit on satisfactory performance of duty.

c. *Soldiers attending schools in a ADT or AT status.* Soldiers ordered to active duty under 10 USC 672(d), 673, or 673b may be credited with constructive attendance if the commander determines that the service is equivalent to the training the soldier would have received during the scheduled IDT period and additional attendance at IDT constitutes undue personal hardship. When the above criteria are met, constructive attendance credit will be granted to soldiers who consent to attend schools in ADT status and are ordered to active duty under 10 USC 672(d). Soldiers ordered to active duty are not entitled to IDT pay for assemblies missed while on active duty.

d. *Soldiers properly excused.* Training missed while properly excused may be made up via ET or RST. (See paras 3-11 and 3-12.) Proper excuses include injury, sickness, emergency, or other circumstance beyond the soldier's control which, in the unit commander's opinion, is warranted.

3-11. Equivalent training (ET)

ET is performed in lieu of scheduled training (either RST or, UTA or MUTA). Pay or retirement point credit or both is authorized. ET must be accomplished within 60 days after the training for which it is substituted, or by the end of the training year (fiscal year) if within 60 days of that date. Requests for exception to the 60-day limit will be sent to HQDA (DAAR-OP), WASH, DC 20310-2400.

An explanation of the circumstances will be included, with a statement that the ET, if granted, will not cause the soldier to exceed the 48 paid unit assemblies for the fiscal year. (See para 3-4.)

a. ET is limited to soldiers who have missed a UTA, MUTA, or RST due to unforeseen personal emergencies and desire to make it up. No more than 4 UTAs may be made up during a fiscal year (1 Oct through 30 Sep). Thereafter, the provisions of paragraph 3-9 apply.

b. ET given will be the same type and quality as the training missed. It will be appropriate to, and enhance the ability of, soldiers to carry out their assigned duties. For staff or support personnel, this may include duty which enhances unit training, management, or readiness.

c. ET must be at least as long as the training missed.

d. ET will not be granted for assemblies missed due to ADT.

3-12. Rescheduled training (RST)

RST will enhance the ability of the unit to perform its assigned mission. Commanders should use the RST to increase flexibility in scheduling training activities that directly affect the unit's training status. Commanders will ensure the RST is not abused and that the soldier or subsection performing the RST is contributing directly to the unit's mission. Such training should be accomplished by complete subordinate elements of the unit, i.e. team, section, squad, platoon, or composite group as directed by the commander, whenever possible. The period of training for the RST will be of the same duration as that scheduled for the UTA/MUTA.

a. All RSTs must be approved before the UTA or MUTA for which it is substituted. All participants must be identified by name or by their subsections in the approving document.

b. Commanders will use RST when they feel a training activity is better accomplished at a time, date, and/or location other than the scheduled UTA/MUTA. The training activities may be scheduled for subsections of the unit or for individual soldiers. RST initiated by the commander for soldiers or subsections will be annotated on the training schedule and will be the approving document.

c. Individual soldiers or section leaders may request an RST if there is a training activity that is better accomplished at a time, date, and/or location other than the UTA/MUTA. Individual and subsection requests for RST when approved by the commander will be annotated on the training schedule.

d. All RST schedules will be attached to the monthly training schedule, per paragraph 3-1. All participants must be identified by name or subsection. A training schedule must be prepared for each RST period. An RST window consists of all RSTs scheduled within 30 consecutive days that includes the assembly (UTA/MUTA) date. The first RST scheduled to be performed before the UTA/MUTA will begin the RST window for the unit. If no RSTs are scheduled before the UTA/MUTA involved, the UTA/MUTA date will begin the RST window.

e. RST will *not* be granted for the following situations:

(1) Convenience of the soldier. However, employment conflicts, overtime, schooling, loss of income, verified medical problems or personal emergencies, may in the judgment of the unit commander, justify RST authorization. (Note: When circumstances preclude use of the RST option, AR 135-91, para 4-7b will apply.)

(2) Attendance at conventions or seminars, professional conferences, trade association meetings, or similar gatherings. (This applies unless it meets the criteria of para 3-29.)

(3) If it would cause the soldier to exceed 48 paid assemblies in a fiscal year.

f. RST will be scheduled for soldiers who miss a UTA or MUTA because of scheduled AT. This is the 14-day period of training prescribed by section 270(a)(1), title 10, United States Code (10 USC 270(a)(1)). Assemblies must be scheduled within 60 days of the UTA or MUTA that conflicts with the AT date(s) for each soldier so affected. RSTs performed per this paragraph will be credited in the attendance percentage for the RST window under which they fall.

g. RST may be granted to ROTC SMP participants to attend

certain school functions that, in the judgment of the commander, would enhance their military training and professional development. Such functions must meet the 4-hour rule, be performed in the prescribed uniform, and be documented on a DA Form 1380 signed by the PMS.

h. Soldiers are entitled to pay and retirement points for duty performed under the RST training schedule. Both performance and nonperformance of RST must be reported on DA Form 1379 per AR 140-185.

3-13. Additional drill assemblies (ADAs)

a. ADAs are intended to improve readiness by providing necessary training for soldiers and units to attain and maintain the designated levels of readiness. These periods supplement the 48 regularly scheduled IDT assemblies by providing additional time to conduct required activities, such as training, administrative actions, staff supervision of training and readiness, and preparation of training. ADAs are to be used, at the commander's discretion, to enhance unit readiness.

(1) These periods are for the principal use of nontechnician drilling Reserve soldiers (DOD Dir 1215.6). However, a unit technician participating as a drilling Reserve soldier can use ADAs. This is only when required activity cannot be performed in the unit by a nontechnician drilling Reserve soldier. This activity will be separately identified in budget documents.

(2) One retirement point will be awarded for each additional IDT period, per AR 140-185.

(3) ADAs are authorized for use by all USAR TPUs.

(4) OCAR will distribute ADAs to USARC, USAREUR, USARPAC, USARSOC, and Eighth U.S. Army. These commands will in turn further distribute ADAs to subordinate units. Each fiscal year (FY), an implementing message will be transmitted to MACOMs by HQDA (DAAR-OP) outlining pertinent administrative and accounting data for that fiscal year.

(5) Units will report ADAs used through the Automated Drill Attendance Reporting System (ADARS). They will be recorded on DA Form 1379 and DA Form 1380 per AR 140-185.

(6) Each ADA will be recorded on the monthly training schedule per paragraph 3-1.

b. There are three types of ADA IDT periods:

(1) Readiness management assemblies (RMA).

(2) Additional flight training periods (AFTP) (para 4-4).

(3) Additional training assemblies (ATA).

3-14.1. Readiness management assemblies (RMAs)

a. RMAs will be used to—

(1) Support the ongoing day-to-day operations of the unit.

(2) Accomplish unit administration.

(3) Prepare for training programs, training aids, and training rehearsals.

(4) Support activities, and maintenance functions.

b. RMAs are intended for those tasks that must be accomplished to sustain unit operation.

c. A RMA will be a minimum of 4 hours.

d. No more than one RMA will be performed by an individual soldier in one calendar day (2400 hours until the following 2400 hours).

e. A RMA cannot be performed on the same day in conjunction with any other type assembly.

f. RMAs will be used only when sufficient full-time support personnel are not available to accomplish these duties.

g. RMAs will not be used to conduct training.

h. No more than 24 RMAs will be performed by any one individual per year.

3-14.2. Additional training assemblies (ATAs)

a. ATAs may be used to conduct additional wartime or assigned mission training.

b. An ATA will be a minimum of 4 hours.

c. No more than 12 ATAs will be performed by any one individual per year.

d. ATAs are intended for those tasks that must be accomplished to sustain unit operation and provide the means to accomplish additional required training as defined by the unit's wartime mission.

e. ATAs include, but are not limited to, those assemblies authorized USAR airborne unit officer and enlisted personnel to maintain airborne proficiency (formerly Additional Airborne Unit Training Assemblies (AAUTA)), and those assemblies authorized selected personnel in USAR nuclear capable artillery units to obtain/maintain nuclear proficiency (formerly Additional Assemblies for Nuclear Training (AANT)).

(1) Six ATAs per fiscal year are authorized for soldiers assigned to airborne units. These assemblies will be used to prepare for, conduct, and recover from airborne operations.

(2) Four ATAs per fiscal year are authorized for selected personnel in 155-mm and 8-inch Field Artillery Battalions, and the HQ in the Headquarters Brigade (HHB) staff. These personnel are limited as follows:

Table 3-1
Personnel limitations for ATP

Unit: HHB (Brigade)

Number per unit for training: 6 officers/6 enlisted

Unit: 155-mm Battalions

Number per unit for training: 16 officers/70 enlisted

Unit: 8-Inch Battalions

Number per unit for training: 16 officers/70 enlisted

3-16. Combined AT-ADT-IDT training

When combining AT or ADT with IDT for individuals or units, the following applies:

a. Only one AT or ADT period will be used in combination with any IDT tour of duty. Examples: AT with a UTA or MUTA at either the beginning or end and ADT prior to or following a MUTA or UTA.

b. Use of IDT periods to travel to or from AT site(s) other than home station is prohibited.

c. MUSARC Commanders may authorize the use of AT or ADT combined with IDT to perform duty at the soldier's home station. This is provided the soldier resides within reasonable commuting distance. Authority may not be further delegated. Pay for travel to and from the soldier's home to home station site for IDT is not authorized.

d. AT or ADT will not be used to provide travel time to home station to attend an IDT assembly.

e. Except as provided in para 3-10c regarding the granting of constructive attendance credit for ADT performed pursuant to 10 USC 672d, soldiers are prohibited from performing in a dual training status (ADT/AT and IDT) during the same training period.

Section III

Annual Training

3-17. AT for TPUs

AT will conform to applicable MACOM training directives. AT will include training that cannot be conducted effectively at the home station. Policies listed below apply.

a. Unit Support.

(1) Unit commanders will request Active Army support for AT. Support will be provided when a need exists beyond the capabilities of the USAR unit.

(2) USAR units normally attached to larger units for operations and support will be attached to the same type USAR units during AT, as much as possible. Actual missions, as prescribed by TOE or TDA, will be assigned when possible.

b. Travel.

(1) Movement to and from AT sites will be per AR 37-106. Accounting for soldiers authorized to travel to and from a training site by privately owned vehicles (POV) on individual travel orders

at Government expense will be for the convenience of the Government. Pertinent factors, such as those cited below, will be considered.

(a) Distance to be traveled.

(b) Effect on unit movement training.

(c) Conservation of fuel.

(d) Effect on unit recruiting and retention.

(e) Capability of the training sites to accommodate vehicles.

(f) Economy of funds.

(g) Safety and environmental aspects.

(h) Availability of military transportation at AT sites.

(2) Reimbursement for travel is prescribed by AR 37-106. No more than 10 percent of a unit's soldiers may be reimbursed for travel to the AT site by POV. This does not apply to those opting for nonreimbursed travel per (3) below.

(3) Soldiers on group travel orders may travel to AT, at no expense to the Government, by an elective mode of transportation. A USAR soldier who wishes to use an elective mode must be informed, in writing, that group travel is available and that the elective mode of travel is approved. The written notice must state that travel by elective mode will generally be considered "in line of duty" only when done during the entitlement period.

(4) Military full-time unit support (FTUS) personnel on TDY with their TPU during AT are subject to the same arrangements for transportation, quarters, and mess that apply to other members of their unit. DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) should contain the following statement in the remarks section: "Military necessity dictates that this individual be billeted with (name of unit) regardless of adequacy standards. Rations, if available, will be provided."

c. *Length of AT.* Units will serve on AT at least 14 days (exclusive of travel time) during each training year. The day of arrival and the day of departure from the training site are days of training. However, a portion of each of the arrival and departure days must be devoted to training. Except for overseas deployment training per AR 350-9, CONUS based units or individual soldiers will not serve more than 17 days AT each training year (including travel time) without prior approval of the CG, USARC. OCONUS based units require approval of the OCONUS Army commander.

d. Individual, fragmented, and modular training.

(1) Key members of ARCOMs, training divisions, and other commands having elements performing AT at more than one site, or during different times, may perform AT as individuals. Only the ARCOM, GOCOM or OCONUS commander concerned may approve this type of AT for these soldiers and others participating in a Department of Army approved program which requires fragmented individual AT.

(2) Modular training (such as AT performed by subsections of a unit) is authorized. The CG, USARC or appropriate OCONUS Army commander will specify modular AT for units. Units authorized modular training may name soldiers to supervise and administer their units' modular AT.

(3) Fragmented AT (such as the performance of AT divided into two or more periods of duty) is authorized for key soldiers and AMEDD commissioned officers (less MSC) and warrant officers, to enable them to accomplish their duties more effectively. USARC or the appropriate OCONUS Army commander will specify those commanders authorized to grant fragmented AT.

(4) POV travel by soldiers on fragmented and modular training is not restricted per paragraph b(2) above.

(5) AT tours for IMA soldiers ordered to AT are limited to a maximum of 12 days training excluding travel time. AT will be scheduled commencing on Monday of the first week through Friday of the second week.

3-18. AT sites

AT normally will be at the nearest training site that can provide administrative, logistical, and training facilities support needed by the USAR unit. AT may be at a site directed by MACOM commanders. USAR units should conduct AT at their mobilization site when possible, unless excused by MACOM commanders.

a. Conflicts in AT site selection that involve available facilities, funds, and capabilities will be sent through channels to the MACOM commander, for resolution. These commanders will forward conflicts that cannot be resolved to CG, USARC.

b. USAR units or individuals may conduct AT outside CONUS. The CG, MACOM will consolidate OCONUS requirements and send recommendations to CG, USARC for approval. OCONUS USAR units will not schedule AT outside their normal OCONUS area of assignment without prior approval from CG, USARC. (See AR 350-9.)

c. When the MACOM commander authorizes, TPUs may take part in Active Army exercises in AT status.

3-19. Advance and rear detachments and precamp conferences

a. Designated members of a unit may be assigned duty with an advance or rear detachment, or both, with their AT. When assigned such duty, the soldier will not exceed the 17-day limitation on AT. (See para 3-17.)

b. For adequate prior planning and coordination, selected officers and NCOs of TPUs may be granted an average of 2 ADT days, less travel, for each precamp conference.

3-20. Excusal or deferral from AT

TPU soldiers must attend the entire prescribed AT of the unit to which assigned or attached, unless excused by proper authority. Exceptions to mandatory AT for TPU soldiers are discussed below.

a. Soldiers may be deferred for sickness, injury, emergency, or other circumstances beyond their control, if confirmed by appropriate statement or if certified by a medical or dental officer (physician or dentist). Requests to be deferred from AT will be referred to the approving authority for review and final decision.

b. Unit soldiers deferred from AT with their assigned unit normally will train at another time with a similar unit in their individual MOS, SSI, or related fields.

c. MUSARC Commanders may defer TPU soldiers under their jurisdiction from AT. This authority may be delegated to commander of USAR units in the rank of colonel or higher. This authority also may be delegated to commanders of attached units.

d. The MUSARC Commander may excuse a soldier from AT when the soldier performs active service under 10 USC 672(d), 673, or 673b; such service is equivalent to the training the soldier would have received at AT; and additional attendance at AT will constitute undue hardship.

e. Soldiers awaiting IADT, whether in pay or nonpay status, will be excused from AT if the criteria set forth in d above are met. Alternate training enlistees who have completed Phase I of IADT may attend AT, at the discretion of the unit commander.

3-21. Activities in lieu of AT

Activities discussed below are authorized in lieu of AT provided they entail the same number of days of active duty:

a. Soldiers assigned to USAR TPUs, who are attached to a RCTI, may attend RCTI course AT phases.

b. Soldiers may take part in USAR marksmanship activities with recommendation of unit of assignment and approval of the officer-in-charge (OIC) of the Marksmanship Training Team (MTT).

c. Soldiers, selected by HQDA(DAAR-OP), who prepare for and take part in the Inter-Allied Confederation of Reserve Officers competition or other approved competition.

d. AMEDD personnel who attend professional meetings, seminars, conventions, symposia, conferences, and training sessions that are appropriate training.

e. A Ready Reserve soldier need not perform AT if the first day of the AT (including travel time) falls during the last 120 days of required membership if the soldier has served on Active duty for 1 year or longer.

Section IV Other Training

3-22. Training of Individual Ready Reserve

Within policy guidance and funding provided by the CAR, CG, ARPERCEN in coordination with MACOM commanders is responsible for providing training for the IRR. This includes IRR and IMA soldiers. The training will assure that trained, MOS-qualified soldiers are available to meet projected mobilization requirements. Training will be accomplished through AT and ADT tours to provide refresher, mission support, and professional development training to fulfill mobilization requirements furnished by HQDA.

a. *Readiness Training (RT)*. Readiness training is specialty related training for the IRR that is coordinated and administered by CG, ARPERCEN. Its purpose is to enhance mobilization readiness of the IRR by providing training for short periods of time (normally 2 or 3 weeks) in positions appropriate to the individual's rank and specialty. It is training funded by ADT accounts as distinguished from AT and ADSW. Types of RT include the following:

(1) ADT with an Active Army unit or organization as a counterpart to an Active Army officer or enlisted soldier.

(2) ADT for professional development education or attendance at specialty enhancing courses.

(3) ADT for participation in logistical, command post, and field exercises.

b. *Active duty for special work (ADSW)*. Per AR 135-200, IRR soldiers will be used to complete projects that are vital to USAR programs.

3-23. Training of IMA and detachments

a. The purpose of the IMA Program is to facilitate the rapid expansion of the Active Army wartime structure of the DOD or other departments or agencies of the U.S. Government during times of war and/or national emergency. Such expansion is made possible through the preassignment and training of members of the IMA control group to fill authorized mobilization billets within Active Army units and/or other government agencies of the United States.

b. DOD Directive 1235.11 governs the management of individual mobilization augmentees and AR 140-145 governs the Individual Mobilization Augmentation (IMA) Program. Users are encouraged to refer to these references for additional information regarding the management and administration of the IMA Program.

c. Control Group IMA consists of Ready Reserve nonunit soldiers who are part of the Selected Reserve. They are assigned to authorized augmentation positions documented on Active Army organization mobilization TDAs/MTOEs which require peacetime training. Once assigned, these soldiers are considered immediately available for mobilization during a national emergency declared under the provisions of 10 USC 673(b), Presidential Selected Reserve Call-up Authority. IMAs must perform at least 12 days of annual training exclusive of travel time per FY with the command/agency to which they are assigned.

d. The Drilling IMA (DIMA) Program consists of IMA soldiers assigned to positions which require the soldier to train more than 2 weeks each year to maintain proficiency. These positions are designated as drilling positions with Active Army units. The soldier is normally authorized to perform at least 24 additional periods in addition to their scheduled 2 weeks AT each FY, unless appropriate exceptions are granted.

e. IMA detachments consist of IMAs who volunteer for IDT for retirement points only. IMA detachments will have as an organization mission the support of the proponent agency to which they are assigned. These detachments will be organized like RTUs (para 2-8) except as shown below.

(1) The training program must be approved by the IMA proponent agency.

(2) The detachment must have at least five Army IMAs who have similar military training interests. There is no limit on the number of personnel that can be attached from any of the other U.S. Armed Forces. Normally, only those holding IMA assignments will be attached for training, however, nonaugmentees may be attached

when the commander, together with the CG, ARPERCEN specify. (See AR 140–192 for other requirements for attachment to intelligence units.)

(3) No organizational structure is prescribed for IMA detachments. However, the structure should support mission of the proponent agency and otherwise facilitate the training of all assigned soldiers.

3–24. Initial active duty for training requirements

a. Unit commanders must identify and correct problems before sending a soldier to IADT to complete IET. Problems that will affect the soldier's training or shipping arrangements should be immediately reported to the supporting recruiting battalion. Alternate Training Phase II (ATP II) soldiers who do not ship within 1 year of completion of Alternate Training Phase I (ATP I) lose their designated or programmed training seat. Delay requests are required per AR 601–25.

b. To preclude unnecessary delay in sending a soldier to IADT the following actions are required, as applicable.

(1) Counsel those awaiting IADT on the need to maintain weight standards per AR 40–501.

(2) Counsel ATP II soldiers on the need to continue the level of physical fitness achieved in basic training (BT) during ATP I.

(3) Consult with soldiers for any recent involvement with law enforcement agencies or pending court appearances that may preclude IADT shipment.

(4) Ensure every effort is made to issue newly accessioned soldiers their unit patches and crests before IADT.

c. Mail the military personnel records jacket (MPRJ) of soldiers entering on ATP II to the servicing recruiting battalion guidance counselor not later than 7 working days before ship date. The following information is required for ATP II.

(1) Field MPRJ (including training information, security clearance documentation, promotion orders, equipment operator qualification information, if required, and medical and dental records).

(2) Clothing record.

d. Counsel ATP II soldiers on military appearance. Soldiers will be informed that they will remain on IADT until MOS qualified.

e. Check status of ATP II soldier's military clothing issue and ensure that the soldier returns to the training base with a full issue of clothing.

f. Review ATP II soldier's physical examination to ensure that it is not over 18 months old on the date of ATP II shipment to training base. If the examination is or will be outdated, coordinate with supporting recruiting battalion or local medical unit facility for a new physical examination.

3–25. Training of soldiers in a pay status

a. Individual soldiers will be assigned to AT and ADT duties to acquire or maintain essential proficiency in their MOS or SSI. Subject to availability of funds, and within set training priorities, individual proficiency will be maintained through the following:

(1) AT tours.

(2) ADT tours authorized for—

(a) Instructor of military training.

(b) Tactical intelligence readiness training (REDTRAIN). This program provides training in technical intelligence foreign language skills needed by USAR military intelligence personnel assigned to the IRR and the IMA.

(c) Indoctrination training. This training will only be performed by officers or enlisted soldiers following IET and must be in their primary skill.

(d) Unit conversion training.

(e) ADSW tours for Army Reserve program projects. (See AR 135–200.) This type of tour includes assignments that support AT sites. In selecting soldiers for these tours, priority will be given to those soldiers who are not technicians. HQDA, Office of the Chief, Army Reserve, ATTN: DAAR–PE, WASH DC 20310–2400 must approve ADSW tours for unit technicians.

(3) ADT as resident students at regular, associate, and service

schools (refresher courses), area schools, unit schools, officer candidate schools, and other installations providing training applicable to the soldier's assignment.

(4) IET tours for basic and advanced individual training, and MOS qualification of those who enlist directly into the USAR.

(5) ADT tours for students of officer training programs.

b. USAR Control Group (AT) soldiers must attend AT when directed by the CG, ARPERCEN. Training will not exceed 12 days a year (including travel time). When possible, soldiers will be informed at least 90 days before the reporting date, so they may arrange personal affairs. Soldiers assigned to this control group will take part in AT, per AR 135–91.

c. Individual Reserve officers, warrant officers, and enlisted soldiers (supervised by a representative of the USAR commander) are authorized special project assignments that involve short tours of AD. DA programmed Army Reserve man–day spaces and funds must be available.

d. Officers and enlisted USAR soldiers must have approval and a quota furnished by the Chief, Army Reserve, HQDA (DAAR–OP), Washington, D.C. 20310–2400, to attend formal school instruction at courses conducted outside the continental United States. Soldiers failing to have approval will not receive credit for such attendance. This restriction applies to schools conducted by another nation or by the United States.

e. Nonprior service (NPS) enlisted soldiers are not eligible to attend unit training assemblies or annual training for pay purposes before completing IADT. The only exceptions are cited in (1) through (5) below. However, a soldier may voluntarily participate in UTAs without pay during the period preceding IADT.

(1) Participates in not more than 36 paid drills when a soldier enlists within 270 days of entry on IADT if they are a high school graduate or a bonafide high school senior.

(2) Participates in not more than 24 paid drills when a soldier enlists within 180 days of entry on IADT if they are a high school graduate or a bonifide high school senior.

(3) Participates in no more than 12 paid drills when a soldier enlists within 90 days of entry on IADT if they are a GED equivalent or a non–high school graduate who is not a high school senior. Soldiers in the category may perform an additional 12 drills in a nonpay status if they enlist within 180 days of entering IADT.

(4) Soldiers who enlist in the alternate training program are required to attend UTAs and in a pay status on completion of Phase I (basic training) and awaiting Phase II (AIT).

(5) On entry at IADT, all NPS soldiers will be placed in training requirement category F. After completing AIDT, these soldiers will be reassigned to training retirement category A. Soldiers under the alternate training program will be placed in training retirement category Q after completing Phase I (BT). Soldiers in Phase II (AIT) of IADT will be placed in training retirement category F until completion of IADT.

3–26. Training of individual soldiers in a nonpay status

Soldiers in an active status (Selected/Ready Reserve and Standby Reserve (Active Status List)) may take part in individual IDT in a nonpay training status when authorized by the appropriate OCONUS Army commander, MUSARC commander, or the CG, ARPERCEN for their respective commands. Individual training opportunities with retirement point credit are shown below. (See AR 140–185.)

a. Attachment to appropriate RC TPUs.

b. Attachment to Active Army units.

c. Attachment to RTUs as appropriate. MUSARC Commanders, together with the CG, ARPERCEN, may permit the attachment of soldiers who are IMAs to RTUs, when in the best interest of the Service.

d. Attachment to RCTI as students or as augmentation staff or faculty.

e. Attendance at Army service or Army area school training.

f. Participation in approved training projects or using administrative skills in support of TPU and USAR activities.

g. Enrollment in appropriate extension courses.

h. Aerial flights by rated aviators on current flying status. They must be attached for training as shown in *a* and *b* above.

i. Member of a duly authorized board.

j. Inspections directed by competent authority.

k. Conducting or reviewing medical examinations, and related medical duties.

l. Medical and dental service that supports the President's Youth Opportunity Program.

m. Attendance at authorized conventions, professional conferences, or appropriate trade association meetings related to the individual's mobilization specialty. (See para 3-29.)

n. Recruiting duties as described in AR 140-185.

o. Duties as a member of the Military Affiliate Radio System (MARS).

p. Assistant instructor assignments at ROTC and National Defense Cadet Corps and institutions, when the professor of military science considers it desirable.

q. Special legal assistance officer assignments. (See AR 27-30.)

r. Providing pastoral services when requested by competent authority.

s. Articles published in nationally recognized magazines or professional journals. Articles must be processed per AR 360-5 for clearance. When published, articles should be submitted in published form to HQDA(DAAR-PA) for evaluation and award of points.

t. Speaking engagements at meetings sponsored by local or regional civil (nonprofit) organizations per AR 360-5. Authorization and evaluation for the determination of retirement point credit will be accomplished through HQDA(DAAR-PA).

3-27. Training projects

Soldiers in an active status (Selected/Ready Reserve and Standby Reserve (Active Status List)), who cannot take part in or complete Reserve training may be assigned training projects with their consent. Training projects may also be assigned to groups.

a. Training projects may be in one or more of the general areas listed below.

(1) Military necessity and value to the proponent.

(2) Military training value to the soldier.

(3) Related to national defense, military or civil, that will be of benefit to DOD, DA, or a subordinate or related agency.

(4) Technical studies for which a military need exists.

b. Heads of HQDA agencies and MACOM commanders may initiate and prepare training projects to be completed by groups or individual soldiers.

(1) Individual soldiers may initiate requests for projects by sending outlines of these projects to Commander, ARPERCEN (ATTN: DARP-OP for officers and DARP-EPO for enlisted), 9700 Page Boulevard, St. Louis, MO 63132-5200.

(2) The CG, ARPERCEN will determine when an IRR soldier is eligible for training projects.

(3) When the appropriate agency or command approves, the soldier will be informed. Then the command or agency and the soldier may communicate until the project is complete.

(4) Commanders of agencies and commands for whom projects are completed will determine the number of retirement point credits. These commanders will ensure that these credits are awarded to the soldier. (See AR 140-185 for more details.)

c. Training projects will be processed as follows:

(1) Proponent agencies and commands will assign projects to their own soldiers and to members of other proponents, if they and the proponents consent.

(2) Agencies and commands requesting a soldier to complete a project will send the request to Commander, ARPERCEN (ATTN: DARP-OP for officers and DARP-EPO for enlisted members), 9700 Page Boulevard, St. Louis, MO 63132-5200. The CG, ARPERCEN will determine if the soldier is eligible. If so, the agency and the soldier may communicate directly.

(3) See AR 140-192 governing training projects for members of intelligence units.

(4) Classified projects will be safeguarded per AR 380-5.

(5) Correspondence on training projects with soldiers in foreign countries will be per AR 380-5.

3-28. Army correspondence courses

USAR soldiers who cannot take part in Reserve duty training, or wish to augment this training, may enroll in Army correspondence courses. Retirement points will be credited at the rate of 1 point for each 3- credit hours of nonresident instruction successfully completed. Correspondence courses, when used by a unit as part of an IDT training schedule, will not be credited to the soldier for retirement point credit. IDT pay is not authorized for correspondence courses.

3-29. Attendance at meetings

a. Attendance at meetings of private organizations in a pay status (see AR 1-211). MACOM commanders may authorize USAR soldiers to attend meetings of private organizations at which technical, scientific, or professional information is disseminated or discussed. These organizations will be independent of Federal, State, or local government agencies. (These organizations will be independent to MUSARC commanders or USAR commanders of the senior command in the applicable area.) However, all the following conditions below must be met.

(1) Attendance will be authorized at Government expense only when the information or knowledge to be gained will primarily benefit accomplishment of the approving authority's organizational mission.)

(2) Government expense will be reduced by designating attendees who are:

(a) Fully qualified to accomplish the purpose for which attendance is authorized.

(b) Located nearest the meeting site.

(3) The number to attend at Government expense will be the least needed to related the information acquired to other members of their organizations.

(4) Soldiers who attend under the provisions of this paragraph will take part only in an official military capacity for which approved.

b. Attendance at meetings (in a pay status) sponsored, supervised, or conducted by the Armed Forces (or by a separate arm, component, agency, or element). USAR soldiers in an ADT status may attend conferences, seminars, symposia, conventions, congresses, panels, or other gatherings at which technical, scientific, or professional information related to their mobilization MOS/SSI is disseminated.

c. Attendance at Government expense. When attendance at Government expense (paragraph *a* and *b* above) is approved, authorized expenditures include transportation, per diem, miscellaneous expenses, and registration or fees. Membership fees for fund raisers and exhibit charges cannot be paid.

d. Attendance in RST status. Attendance at meetings cited in paragraphs *a* and *b* above also may be in RST status. When RST is used, only one UTA credit will be granted for each day attended. RST will be used only in those cases when the meeting is within commuting distance. ADT will be used when extended travel is involved. When duty is performed away from the unit of assignment, a DA Form 1380 will be used to document attendance (AR 140-185).

(1) The military chairman will sign the DA Form 1380 to verify attendance.

(2) If a military chairman cannot be named, the soldier may state his or her own attendance on the DA Form 1380. However, prior approval is required by the appropriate MACOM commander. Authority may be delegated to MUSARC commanders or OCONUS USAR commander of the senior command in the applicable area.

e. Attendance at meetings for retirement point credit only.

(1) Retirement point credit only may be granted for attending meetings cited in paragraphs *a* and *b* above. Retirement point credit may also be allowed for attending other seminars, conventions, and trade association meetings. No soldier (except AMEDD personnel)

may be credited with more than 10 retirement point credits toward the soldier's retirement year for meetings attended under this paragraph. Soldiers will wear an appropriate military uniform at meetings. These meetings must be authorized and sponsored, supervised, or conducted by an element of the Armed Forces; or the meetings must be of military education value, as shown below.

(a) The meeting, or that portion with military application, must be at least 2 hours long.

(b) The instruction or information presented must enhance the military professional development of those who attend.

(2) Requests for authority to award retirement point credit will be sent to the MACOM commander, the CG, ARPERCEN, or the IMA proponent agency 30 days before the scheduled meeting. The request will include subjects on the agenda, speakers, schedule of selected sessions having military value, and the military chairman of the session.

(3) If a military chairman cannot be named, a soldier may state his or her own attendance on a DA Form 1380. However, prior approval is required from the MACOM commander, the CG, ARPERCEN, or the IMA proponent agency.

(4) As an exception to (2) and (3) above, officers of the AMEDD and Chaplain Branch may sometimes attend those conventions listed by TSG and the Chief of Chaplains. Special instructions for completing the DA Form 1380 will be sent with these listings.

(5) IMAs will submit requests to their agencies for evaluation, specific comments of appropriateness for the augmentation, and notice of approval or disapproval. The agencies will provide the IMA a DA Form 1380 to complete and return. Proponent agencies will ensure that the forms are completed correctly before forwarding to the CG, ARPERCEN for recording in the soldier's records. (See AR 140-185)

(6) Requests by JAGC officers for award of retirement point credit under this paragraphs must be approved by Director, Guard and Reserve Affairs, Office of the Judge Advocate General, ATTN: JAGS-GRA, Charlottesville, VA 22903-1781 before attending the scheduled meeting.

f. Attendance at foreign meetings. When national boundaries must be crossed to attend meetings in countries other than where the unit of assignment is located, military orders are required and host country clearance will be obtained.

(1) The issuing authority must determine that meeting attendance will support unit mission or individual professional development.

(2) ADT or AT will be used for those attending in a pay status.

(3) Permissive TDY will be used for those attending in a voluntary status at no expense to the Government or for retirement points only.

(4) Requirements and additional references for travel to foreign countries are outlined in the following publications:

(a) AR 350-9.

(b) AR 600-290.

(c) AR 630-5.

3-30. Inter-service training attachments

Ready Reserve soldiers may be attached to the ARNGUS or other components of the Armed Forces, for training under AR 140-10. Reserve personnel from other Armed Forces, and ARNGUS soldiers, may be attached to appropriate USAR units and RCTI for training. Their parent Service or component must consent. Commanders of USAR units to which such soldiers are attached will certify attendance. These commanders will recommend award of retirement point credits to the soldier's parent organization.

3-31. Pay

Reserve duty training pay, special pay, and hazardous duty pay will be administered under AR 37-104-3 and AR 37-104-10.

a. Training pay categories.

(1) Each Ready Reserve soldier and each USAR unit will be placed in an appropriate pay category, under the number of training assemblies, and periods of ADT allowed each year. (See table 3-2 for RC categories.)

(2) Training categories will be shown in status reports to HQDA, ODCSPER.

(3) Ready Reserve soldiers ordered to involuntary training, as prescribed by the Secretary of the Army (10 USC 270), will be carried in the appropriate training category. (See table 3-2 for RC categories.)

(4) IRR soldiers volunteering for IDT or ADT without pay. (See paragraphs 3-24 and 3-25.) These IRR soldiers are authorized transportation, subsistence, and quarters-in-kind while training.

(5) Standby Reserve soldiers who are on IDT may be carried in the appropriate category. (See paragraph 2-15.) (See table 3-2 for RC categories.)

b. Pay group categories.

(1) For budgetary and pay purposes, pay groups within the Ready Reserve are shown in table 3-2.

(2) Designation of pay groups does not preclude other paid training when authorized.

Table 3-2
Authorized Reserve, Training, and Retirement Categories

Reserve Component Category	Reserve Component Sub Category	Res Comp Category (RCC) Designator	Training/ Retirement Category (TRC) Designator	Comprised of	Minimum Number of Periods of IDT Required Annually	Minimum Number of Days of AT Required Annually	Remarks
Ready Reserve	Selected Reserve	S (Trained in Units)	A	Individuals in Units	48	Reserve—14 Days (Excl Travel)	10 USC 270(A) (1) Requires 14 Days of AT Excl of Travel Time. (See DOD Dir. 1215.6 for 12-day AT policy.)
			G	Active Guard Reserve(AGR) in Units	N/A	N/A	AGR may be required to attend drills (includes below AR-COM/GOCOM).
			M	Military technicians in Units	48	Same as TRC A	MT are dual status personnel who must be assigned to a drilling billet and must fulfill the IDT and ADT requirements of that billet.
			T	Individuals in a simultaneous membership program	48	Same as TRC A	Senior ROTC cadets or Marine Corps platoon leader class members who are also permitted to be members of a Selected Reserve unit.
		T (Trained Individuals (Non-unit))	B	Individual Mobilization Augmentees (IMAs)	IDT varies between 0 and 48 days/per year determined by component policy	Reserve—12 Days (Excl Travel)	Unless training can be accomplished on weekends. AT is limited to 12 days by policy. Replaces previous TPCs A, B, C & D for IMAs.
			W	Individual Military Technicians	48	Same as Unit TRC A	Ex: ARNG/ANG state headquarters. Numbered AF HQDTs. ARNG Maint Depots.
		U (Training Pipeline (Non Deployable Account))	F	Personnel currently on IADT	0	N/A	Enlisted includes 2nd part of split training and Army one-station Unit training (applies to TRCs F, Q, & P). Includes personnel with or without pay.
			P	Personnel Awaiting IADT and authorized to perform ID	Minimum IDT to be determined by Army policy.	N/A	
			Q	Personnel Awaiting 2nd part of IADT	48	N/A	
			T	Individuals in a Simultaneous Membership	48	Same as TRC A	Senior ROTC cadets who are also permitted to be members of a Selected Reserve unit.
			X	Personnel in other training programs	48	Same as Unit TRC A	Selected Reserve untrained members in other training programs, including chaplains, medical, health professional stipend, and early commissioning must meet the same training requirements as TRC A Reservists.
Ready Reserve	Individual Ready Reserve	R (IRR)	E	Individual members of the Ready Reserve not in Selected	N/A	1	IRR members may voluntarily participate in training for retirement points and promotion with or without pay. Required training may not exceed 30 days per year per 10 USC 270(A)(2).
			H	Untrained members of the IRR (DEP)	N/A	1	
			L	Personnel awaiting IADT	Not authorized to perform IDT	N/A	Personnel assigned to units who are serving without pay.

Table 3-2
Authorized Reserve, Training, and Retirement Categories—Continued

Reserve Component Category	Reserve Component Sub Category	Res Comp Category (RCC) Designator	Training/ Retirement Category (TRC) Designator	Comprised of	Minimum Number of Periods of IDT Required Annually	Minimum Number of Days of AT Required Annually	Remarks
		P	J	Personnel not in the Selected Reserve participating in officer training programs	0	As required by specific program	Chaplain and JAG schooling, education delay, ROTC assignment delay, Army early commissioning program.
		(Ready Reserve Training)	K	Personnel not in the Selected reserve participating in Armed Forces health scholarship programs	0	45 Days	Health professions scholarship programs 10 USC 2121(c) and DODD 1215. 14 require 45 days of active duty annually.
Standby Reserve		Y	C	Active Status List	0	0	Key employees only per DODD 1200.7 Active Standby members may voluntarily train for points without pay and are eligible for promotion.
		(Standby)	D	Active Status List	0	0	Other active status members.
			L	Inactive Status List	0	0	Members transferred to Inactive Status List in lieu of separation under CH 61 (10USC 1209). Inactive standby members may not train for points with or without pay and are not eligible for promotion.
Retired Reserve		V	N 1	Inactive Status List Drawing Reserve Retired pay under 10 USC 1331	0 N/A	0 N/A	Other inactive status members. Reserve members who have completed 20 qualifying years creditable for retirement pay. 60 years or more of age and are drawing retired pay (Prev Category 1).
		(Retired)	2	Not drawing retired pay but eligible at age 60 under 10 USC 1331	N/A	N/A	Reserve members who have completed 20 qualifying years creditable for retirement pay but are not yet 60 years of age or are age 60 and not applied for pay. (Previous Category 3).
			3	Reserve members retired for physical disability	N/A	N/A	Reserve members retired for physical disability under 10 USC 1201, 1202, 1204, or 1205. Members have 20 years of active service creditable for retirement pay or are more than 30% disabled (previous Category 6).
			4	Reserve members who have completed 20 or more years of active duty	N/A	N/A	Reserve members who have completed 20 or more years of active duty service and retired under 10 USC 3911, 3914, 6323, 6330, 8911, or 8914 includes Regular and Army Reserve enlisted personnel with between 20 and 30 years of military service.
			6	Not drawing retired pay and not eligible at age 60. Honorary retirees	N/A	N/A	Members who are not eligible for retired pay, but who have requested placement on the Honorary Retired List under 10 USC 274 and DODI 1200.15 para 11(c) 3 + 4 (previous Category 5)

Chapter 4 Army Aviation Organization and Training

Section I Eligibility

4-1. Eligibility for aviation training

Participation includes flying under the Aircrew Training Program (ATP) and attending aviation training courses. The following personnel may participate.

- a. Soldiers assigned or attached to aviation positions in TPUs, including authorized overstrength aviators.
- b. Aviators assigned to nonaviation positions in TPUs, only when approved by HQ, USARC. These will be considered on a case-by-case basis for individuals scheduled to be assigned to an operational flying position in a TPU.
- c. Aviators in operational aviation IMA positions.
- d. Selected IRR aviators not in operational aviation IMA position designated by CG, ARPERCEN.
- e. Department of the Army civilians assigned to flying positions, including military technicians employed at USAR ASFs.

4-2. Participation

a. Rated officers and warrant officers and nonrated officers and enlisted personnel holding aviation or aviation support MOSs and/or ASIs who are assigned or attached to USAR or Active Army units or Aviation Support Facilities (ASF) may participate in refresher, mission, or continuation training throughout the year. To participate in aviation training, USAR soldiers must—

(1) Be properly entered into aviation service per AR 310-10, AR 600-105, or AR 600-106, as appropriate and be medically qualified per AR 40-501.

(2) Be in an approved duty status (IDT, AT, ADT).

(3) Follow the provisions of ATP of unit assigned/attached to except for IRR/IMA aviators participating only in an annual ADT tour of 29 days or less.

b. The following USAR soldiers and military technicians are eligible to participate in aviation training provided by TRADOC schools, other than initial flight training (para 4-5), U.S. Army Reserve Forces (RCTI) or at USAR ASFs:

(1) Personnel selected to attend postgraduate pilot training or other MOS/ASI producing courses.

(2) Enlisted personnel selected to attend initial MOS qualification courses under AR 611-201.

(3) Military technicians employed at USAR ASFs or at USAR units who meet the qualifications of paragraphs 4-1 and 4-2a.

(4) USAR IRR/IMA soldiers with aviation MOSs who meet the qualifications of paragraphs 4-1 and 4-2a.

Section II Training of Unit Aviation Personnel

4-3. General

Training of assigned/attached aviation personnel will be organized and administered under the following guidelines:

a. Unit commanders will—

(1) Analyze the unit mission, Army Training Evaluation Program (ARTEP) tasks, mission essential task list (METL), and collective and individual aviator, crewmember, and battle-rostered crew proficiency.

(2) Develop a comprehensive yearly training plan (YTP), long-range, short-range, and monthly training schedules to systematically train the unit to execute its mobilization mission. These should include specific training objectives for UTAs, AFTPs, and AT.

(3) Prepare a detailed task list for each aviator, crewmember, and battle-rostered crew including all base tasks and those special and additional tasks designated by the commander as appropriate to the flight crew duty position.

(4) Ensure unit aviators execute their YTP.

(5) Ensure the unit can operate and maintain assigned equipment and appropriate records.

(6) Coordinate with the supporting ASF supervisor and the Aviation Readiness Group (ARG) Team for training assistance and resources as needed.

b. Aviation Support Facility (ASF) Supervisors. ASF supervisors will assist supported unit commanders to execute their YTP and training schedules by providing facilities, flight training, ground instruction, and other assistance when and where requested.

c. Staff aviators will be attached for flight and maintenance of flight records to an aviation unit, and will be included in the unit commander's ATP.

Section III Additional Flight Training Periods (AFTPs)

4-4. General

a. *Purpose.* Paid flight and support AFTPs are provided to selected USAR aircrew and aviation support personnel. This is as listed in tables 4-1 and 4-2, so that they can maintain the high level of individual and crew skills required to ensure flying safety and meet mobilization readiness objectives. The AFTP program is an integral part of the unit commanders YTP. It is the principal means of accomplishing the individual and battle-roster crew ATP requirements and the Annual Proficiency and Readiness Test (APART). To meet the above requirements, maximum AFTP utilization is mandated and will be subject to inspection.

b. *AFTPs.* Flight AFTPs are to be used for aircrew training. Operational missions may be performed on AFTPs when the tasks to be accomplished during the mission satisfy individual or collective ATP requirements or are in response to a life threatening or medical emergency per AR 95-3 or AR 500-4. The use of AFTPs for operational missions which do not meet these criteria must be approved in writing, on a case-by-case basis, by the unit commander.

c. *AFTPs.* Support AFTPs are to be used only for aircrew member academic and inflight training, completion of written elements of the APART, completion of the annual aviation medical examination, or performance of aviation functions which support successful aircrew operations. Support personnel are not authorized to fly when they are performing an AFTP unless the flying is required for performance of their support duties.

d. *Eligibility.*

(1) All personnel eligible under paragraphs 4-1 and 4-2 and tables 4-1 and 4-2 are eligible to perform AFTPs for pay up to the limits established by those tables for each fiscal year. Resources permitting, they may also perform flight or support AFTPs for retirement points only if their quota of paid quarterly or annual AFTPs has been exhausted.

(2) Newly assigned or attached aviation personnel who are qualified in unit aircraft (unit commander must screen flight records and IAFI) and who possess an aviation service order under AR 600-105/106 and are medically qualified per AR 40-501 may perform flight or support AFTPs for a period not to exceed 90 days from date of assignment or attachment, pending issuance of new flight status orders.

(3) Nonmedically suspended aircrew members may not perform AFTPs.

(4) Tables 4-1 and 4-2 specify the maximum annual flight and support AFTPs for rated and nonrated assigned and attached aviation and support personnel by category. Unit commanders must determine the extent to which available resources permit the support of overstrength and attached personnel. If flying hours are limited, commanders may choose to restrict the number of such personnel supported or reduce the maximum number of AFTPs authorized them.

e. *Requirements.*

(1) General.

(a) Flight and support AFTP schedules will be published as a minimum, monthly, specifying the following: AFTP dates; AFTP

start and stop times; categories of personnel to be supported; forecast of number of aircraft to be available; maintenance instructors available; flight instructors available; support personnel requirements for each AFTP; and scheduling procedures for individual participants. AFTP weekly schedules must be coordinated with supported unit commanders to provide sufficient weekday, weekend, day, and evening opportunities to accommodate the diverse civilian job schedules and corresponding crew endurance concerns of all supported personnel.

(b) Unit commanders will provide specific guidance to unit members and ASF supervisors through development of YTPs, ATPs, unit training schedules, training scenarios, and implementing SOPs which will ensure that the training scheduled to be conducted during the AFTP satisfies individual or crew ATP and MOS training requirements.

(c) ASF supervisors and unit commanders will coordinate, to the maximum extent possible, the use of support AFTP personnel during each period.

(2) Performance.

(a) Each AFTP must be a minimum of 4 hours, exclusive of travel time. Each flight AFTP in an aircraft or simulator must average at least 1.5 flight hours with a minimum time flown of 0.1 flight hours. Excess flight time from one AFTP may be applied to another like period (aircraft to aircraft, simulator to simulator) within the same fiscal year. Support AFTPs require no flight time nor are they averaged with flight AFTPs.

(b) Individual AFTP performance is limited to two AFTPs per day (dual AFTPs). Flight and support AFTPs may be combined in a dual AFTP day. Single AFTPs may also be combined with single UTAs, ATAs, and RSTs. They may not be combined with their multiples or with RMAs, AT, or ADT days. Use of dual AFTPs must be closely supervised to ensure full training benefits are derived. The MUSARC commander will establish dual AFTP control policies. AFTPs may not be performed by USAR members when they are on duty as Federal government civilian employees.

(c) An increase in authorized AFTPs will be effective on a prorated bases, on the date an aviator changes FAC level.

(d) No more than one third of the annual flight AFTP authorization, rounded to the next whole number, may be used in any one fiscal quarter. Exceptions to this policy must be requested in writing by the soldier concerned. They may be approved, on a case-by-case basis, by unit commanders for personnel who—

1. Enter onto flight status after completion of the first fiscal quarter.

2. Return to flight status from a 60-day or more period of medical or nonmedical suspension.

3. Other exceptions as approved by the USARC Aviation Officer.

(e) One hundred percent of a nonrated crewmember's annual flight AFTP authorization must be flown in a crewmember's assigned aircraft. Fifty percent of an aviator's annual flight AFTP authorization must be flown in the aviator's primary aircraft or compatible simulator. The balance can be flown in the aviator's designated alternate or additional aircraft. All flight AFTPs must be flown in U.S. Army aircraft or U.S. Army approved simulators.

(f) All simulator time creditable under the ATM and AR 95-3 toward the reduction of flight time may be used for AFTP flight hour averaging. Simulator time may not be used for flight pay entitlement.

(g) All personnel must have actual or constructive credit for attending all MUTAs scheduled during this or the preceding month to qualifying for AFTP pay and retirement points.

(h) All personnel must perform commander directed ATP or MOS tasks during each AFTP to qualify for pay and retirement points.

(i) An AFTP beginning on 1 calendar day and ending on another constitutes only one AFTP. It is credited on the day it began. An AFTP originating in one time zone and terminating in another will have AFTP start and stop times recorded based on originating time zone local time.

(3) Administration.

(a) AFTP programs must be fully documented and described in detail in SOPs. AFTP records are an integral element in validating the unit's individual, aircrew, and support personnel training programs and, at the same time, the official documentation which substantiates individual entitlement for AFTP pay and retirement points.

(b) Every individual performing an AFTP will be required to initiate an AFTP certificate at the beginning of AFTP performance and complete that certificate on termination of AFTP performance.

(c) An AFTP support file will be established which tracks individual AFTP performance, records the hours flown per flight AFTP, and identifies which AFTPs qualify for pay and retirement points.

(d) The AFTP support file will be maintained by fiscal year. It will be retained for 2 years after cutoff and then destroyed.

(4) Supervision and support. Unit commanders will coordinate with the ASF supervisor for all support required during AFTPs. ASF supervisors will ensure on-site supervisory, operations maintenance, safety, Aviation Life Support Equipment (ALSE), and administrative support during scheduled flight AFTP periods if required. The ASF supervisor will—

(a) Maintain up-to-date, unit provided lists of supported personnel eligible to participate in the AFTP program which show commander designated primary and alternate aircraft, crew duties, flight crew stations, battle rostered crews or support duty responsibilities, and current operational status.

(b) Maintain up-to-date SOPs which clearly define ASF and unit responsibilities during all aspects of AFTP planning and execution.

(c) Coordinate with supported unit commander(s) to designate a rated officer or warrant officer as AFTP supervisor for each flight AFTP. This includes mission planning, brief, brief-back, debrief, ATC coordination, crew composition, and AFTP administration. AFTP supervisors must remain on duty at the ASF for the duration of the scheduled AFTP training except for paragraph (e)(1) below. Duty status will be determined by the unit commander.

(d) Ensure proper completion and disposition of all administrative forms and records associated with AFTP performance.

(e) Develop written SOPs, in conjunction with supported unit commanders, which ensure proper supervision and positive control of all phases of the AFTP for the following:

1. Extended AFTPs, such as missions which require the crew to remain overnight.

2. AFTPs conducted concurrent with unit drills, such as one unit drilling while another conducts AFTP training.

3. Operational mission or emergency mission AFTPs which are launched or recovered when the ASF is closed.

(5) When only support AFTPs will be performed, the AFTP supervisor may be rated or nonrated. The supervisor will actively supervise all aspects of the support AFTPs. The supervisor must remain on duty until the conclusion of AFTP training except for paragraph (4)(e) 1 above.

(6) Personnel in (4)(c) and (5) may be supported unit personnel or ASF Mil Tech personnel when requested by the unit commander. When supported unit personnel serve as AFTP supervisors, they will not be in an AFTP status.

4-5. Formal school flight training

Initial entry flight training for USAR soldiers is governed by AR 611-85 and AR 611-110. Such training should be programmed and accomplished against known or forecast requirements, or to increase accessions or junior aviators into the USAR. Aviation MOS training, transition training, and attendance at short aviation courses will be based on requirements of the specific aviation position occupied or programmed to be occupied. IRR soldiers with the required skill should be actively recruited and given the opportunity to join the unit before a TPU soldier is sent to school. The chain of command will review all school applications to ensure the requested training is essential to the position. Units should contact Commander, ARPER-CEN, ATTN: DARP-OP, 9700 Page Boulevard, St. Louis, MO 63132-5200, for assistance in recruiting IRR soldiers.

4-6. Training equipment

The purpose of aviation training for USAR soldiers is to ensure that mobilization mission requirements can be met. All training should use organic equipment. Shortages or substandard equipment should be noted on the unit status report per AR 220-1.

4-7. Creditable and noncreditable flight time

Information on creditable and noncreditable flight times is contained in AR 95-1, chapter 2.

Section IV

Training of Nonunit Aviators

4-8. USAR aviation training programs

Three separate training programs exist for USAR aviation personnel participating in U.S. Army Aviation activities. They are the Aviation Troop Programs Unit (ATPU), the Aviation Individual Mobilization Augmentation (AIMA) Program, and the IRR, Aviation Mobilization Training Program (AMTP).

a. The aviation TPU provides USAR officer and enlisted personnel opportunities for assignment to an MTOE or TDA USAR aviation organization with paid aviation training throughout the year.

b. The aviation IMA Program provides USAR officer and enlisted personnel opportunities for assignment to Active Army units with participation in periodic paid aviation training. Each year, IMA soldiers normally perform 12 to 19 days annual training with their unit. Those selected for the Drilling IMA (DIMA) Program will also perform 23 UTAs. When funding is available, IMA soldiers may also volunteer for attachment to Active Army or USAR aviation units for paid aviation training throughout the year.

c. The IRR AMTP provides officer and enlisted volunteers opportunities for periodic officer and enlisted volunteers for 12 to 19 days of ADT, when funding is available throughout the year.

d. When funding is not available for IMA/IRR soldiers to participate in paid aviation training, they may participate in non-paid aviation training for retirement points only. This will be consistent with aircraft and flying hours availability.

e. ARPERCEN will screen IRR aviators who volunteer to fly. Only those who have potential for mobilization as operational aviators will be selected. Based on mobilization requirements, these opportunities will primarily be given to warrant officers and company grade officers. Field grade officers will be considered only under special circumstances. Aviators who wish to be considered for this training will send a DA Form 1058-R (Application For Active Duty for Special Work, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve) to Commander, ARPERCEN, ATTN: DARP-OPC-AV, 9700 Page Boulevard, St. Louis, MO 63132-5200.

f. ARPERCEN will manage training assignments/attachments for IRR/IMA aviators. ARPERCEN will publish aviation service orders in addition to orders assigning or attaching the aviator.

g. IMA aviators will refresh their flying skills when occupying operational flying positions.

4-9. Award of retirement points

a. AR 140-185, table 2-1, contains information regarding the award of retirement points.

b. The commander of the unit of attachment or the ASF supervisor when attached to an ASF, will prepare DA Form 1380 (Record of Individual Performance of Reserve Duty Training), for award of retirement points for aviation training.

4-10. Flight records

a. The commander of the unit of attachment or the ASF supervisor, as appropriate, will maintain and retain individual flight records for aviators attached for more than 90 days.

b. ARPERCEN (DARP-OPC-AV) will maintain individual flight records for aviators attached for shorter periods.

c. Units providing IRR aviator mobilization training will forward DA Forms 759 and 759-1 (Individual Flight Record and Flight

Certificate—Army) to Commander, ARPERCEN, ATTN: DARP-OP-AV, 9700 Page Blvd., St. Louis, MO 63132-5200, within 15 days after training has been completed. A copy will be forwarded to Commander, USARC, ATTN: AFRC-AVT, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

Section V

Aviation Troop Program Units

4-11. General

a. *Establishment.* OCAR may reallocate, reorganize, activate, or deactivate aviation TPUs as required to support war plans. The USARC, in conjunction with MUSARC, will propose final TPU stationing plans for OCAR approval.

b. *Training management.* Training management information is contained in paragraph 4-3.

Section VI

Aviation Support Facilities (ASFs)

4-12. Responsibilities

a. Chief, Army Reserve (CAR) will—

- (1) Program and provide USAR aviation program resources.
- (2) Monitor USAR aviation program management.
- (3) Approve ASF establishment, disestablishment, or relocation.

b. CG, USARC will—

- (1) Designate ASFs.
- (2) Formally authorize establishment, disestablishment, or relocation or disestablishment of ASFs to OCAR (DAAR-OP).
- (3) Establish and periodically review staffing requirements, to ensure that appropriate support is provided to USAR aviation units.

(4) Monitor aviation program training.

(5) Allocate and monitor aviation program resources.

(6) Develop and monitor aviation program policies.

(7) Manage aviation safety and standardization.

(8) Manage aviation program logistics.

(9) Monitor aviation unit readiness.

(10) Support IRR AMTP.

c. CONUSA commanders will provide aviation related readiness training assistance through attached Aviation Readiness Groups (ARG).

d. MUSARC commanders will—

(1) Plan for and provide support for USAR aviation units.

(2) Monitor aviation program training.

(3) Monitor aviation program resources.

(4) Monitor aviation program policies.

(5) Monitor aviation safety and standardization.

(6) Support IRR AMTP.

e. MUSARC aviation officers will—

(1) Perform staff supervision over the following:

(a) Aviation program training.

(b) Programming, execution, and control of aviation resources.

(c) Aviation program policies.

(d) Aviation safety and standardization.

(2) Support IRR AMTP.

f. MUSARC Supervisory aircraft pilots will—

(1) Supervise ASF supervisor(s).

(2) Manage ASF program resource forecasting, allocation, distribution, and utilization.

(3) Manage MUSARC aviation military technician program.

(4) In cases where there is only one ASF in the MUSARC, the ASF supervisor will be the MUSARC SAP.

(5) In MUSARC that do not have an SAP, the commander will determine who performs these functions.

g. The ASF supervisor will—

(1) Supervise the Aviation Support Facility.

(2) Assist supported unit commanders according to paragraph 4-3b.

(3) Support IRR AMTP, resources permitting.

4-13. Organization

a. ASFs are TDA organizations unique to the U.S. Army Reserve. They exist to provide aviation units ongoing support necessary to allow for regular, frequent, and effective flight, maintenance, operations, and administrative training of USAR aviation personnel. Secondly, they provide support to IRR and IMA personnel.

b. ASFs will be organized and staffed under DA Pam 570-560. ASFs will be manned by full-time military technicians. The staffing level will be maintained at 100 percent of authorizations and at no time will they be allowed to drop below 85 percent of requirements, except for normal turnover, not to exceed 120 days. When staffing drops below 85 percent of requirements, the USARC will be notified immediately to obtain a waiver for the ASF to continue flight operations. Safety is the primary concern.

4-14. Establishment of ASF

This paragraph provides general policies governing establishment of ASF.

a. HQ, USARC, with OCAR approval, may establish or disestablish ASFs as required to support USAR aviation units.

b. To provide adequate supervision and to enhance safety and logistical management, an ASF will only be established to support six or more aircraft. Where distances between the ASF and the supported unit unduly limit operational or training capabilities of the supported unit, USARC may permit concentration of fewer than six aircraft at a specific location. These exceptions will be individually considered and fully justified.

c. USARC will establish at least one ASF for MUSARC having an aviation mission. Additional ASFs within an MUSARC area will be established only after every consideration is given to using existing facilities. Additional facilities will normally not be established within 150 miles of an existing facility.

4-15. ASF mission

The mission of the ASF is to provide continuous aviation operations, training, standardization, maintenance, supply, safety, ALSE, and administrative support to designated USAR aviation units and individuals. That mission includes responsibilities specifically required by this regulation and those established by the Supervisory Aircraft Pilot. Providing such things as technical expertise, publications, tools, test equipment, repair parts, and access to shop areas are included. However, full-time unit support (FTUS) models contain many positions which also have similar support duties as a part of their responsibilities. Therefore, the ASF should do for the unit only what the unit cannot do for itself. Unit commanders, not ADF technicians, must determine the capabilities. ASF support may include the following:

a. Establishing and maintaining aviation operations, training, maintenance, and administrative facilities for use by both the ASF and its supported unit(s). Minimize separate use areas by ASF only or by unit only personnel.

b. Providing a flight planning and briefing area.

c. Providing current and complete sets of all applicable Flight Information Publications (FLIP), Airman's Information Manual (AIM), aircraft operators manuals, and military and civilian flight regulations. This also includes tactical training areas hazards maps, Notices to Airmen (NOTAMS), and other related publications and forms necessary for the proper planning and flights of Army aircraft.

d. Establishing and maintaining current and complete aviation reading files per TC 1-210, which support all aircraft and aviation training conducted at the ASF. Supported unit and ASF reading files may be integrated to eliminate administrative redundancy. When integrated, a mechanism for establishing separate unit reading files on mobilization must be established.

e. Providing access to military and civilian flight weather briefing services and FAA Flight Service Stations.

f. Maintaining aviator and crew status (boards, printouts, etc.) in cooperation with the supported unit(s).

g. Maintaining Individual Flight Records Folders (IFRF), Individual Aircrew Training Folders (IATF), Individual Support Training Folders (ISTF) for support personnel, AFTP folders and supporting files, and providing administrative and personnel services, including notification of annual/semi-annual requirements and verification of pay entitlement to the unit commander.

h. Training soldiers to perform aviation specific tasks.

i. Establishing and maintaining an overall facility safety program and assisting unit(s) to develop an adequate and effective safety program.

j. Monitoring the MUSARC flying hour program (FHP) and providing MUSARC Supervisory Aircraft Pilot with the flying hour data necessary for FHP management.

k. Implementing the MUSARC standardization program.

l. Servicing aircraft.

m. Providing supported units with aviation unit maintenance (AVUM) and aviation intermediate maintenance (AVIM) training, maintenance and supply support, at the level prescribed by HQDA and HQ, USARC.

n. Providing centralized ALSE support and facilities.

o. Coordinating with civil and host installation authorities for the following:

(1) Firefighting and crash rescue services.

(2) Medical evacuation services.

(3) Airfield services.

(4) Clearance procedures.

(5) Use of training areas.

4-16. ASF designation

The ASF will be designated based on its location. Previous numerical designations are rescinded and replaced with designations shown on page A-1.

4-17. Supervision

The MUSARC supervisory aircraft pilot (SAP) is responsible for the overall supervision of the MUSARC/ASF. In cases where there is no MUSARC SAP, the commander will determine who supervises the ASF supervisors.

4-18. Operations and clearance

All flights originating from an ASF will require appropriate flight plans and flight weather briefings, to be filed per AR 95-1. When the ASF is located on a military installation, the ASF supervisor will coordinate filing of flight plans with the installation flight operations officer.

4-19. Physical security

a. Security of aircraft and equipment owned or under the control of the ASF is an ASF responsibility. Observe AR 190-51.

b. Each ASF will develop and maintain a security SOP which will include detailed guidance on subhand receipting aircraft and equipment and security precautions to be taken by subhand receipt holders.

c. Security of unit equipment not hand receipted to the ASF will remain the responsibility of the unit.

4-20. Flying Hour Program (FHP)

a. Unit commanders will formulate FHP based on the ATP and guidance from the MUSARC aviation officer and HQ, USARC.

b. The MUSARC aviation officer will consolidate and validate the flying hour requirement by type aircraft and submit it to HQ, USARC (AFRC-AVO). On receipt from OCAR (DAAR-OP), USARC will allocate the flying hours and manage the program to attain the maximum training benefit. Once allocated, flying hours may not be exceeded or interchanged between aircraft type without approval from the USARC.

c. MUSARC commanders may redistribute hours between units with like aircraft to accommodate changing requirements. Accomplishment of quarterly FHP projections will be closely monitored to ensure maximum utilization of flying hours.

4-21. Maintenance

All ASFs have an aviation unit maintenance (AVUM) mission. ASFs also have an aviation intermediate maintenance (AVIM) mission when authorized, staffed, equipped, and trained accordingly. Policies for aviation maintenance will adhere to guidance in AR 140-15, AR 710-2, AR 750-1, TM 1-1500-328-23, and DA Pam 738-751.

4-22. Tools and equipment

Unnecessary duplication of tools and equipment within the MUSARC will be avoided. ASFs will requisition, for inclusion in the ASF property book, only those tools and equipment which are needed in support of the ASF mission which are either not available from supported units or are available, but in insufficient quantities to accomplish the mission. MUSARC supervisory aircraft pilots will establish a method for obtaining separate tools and equipment in the event of mobilization, if it is anticipated that an aviation TPU will

remain at the ASF during the different levels of mobilization that does not have the proper tools or equipment for the ASF to utilize.

4-23. Loan of aircraft and equipment

a. Each ASF will centrally manage all supported unit aircraft, to include those maintained on contract. This also includes associated PLL, tools, and equipment needed for aircraft and ground support equipment operation and maintenance.

b. Appropriate aircraft, tools, PLL, and equipment will be issued for training and operational missions to units or individuals from this common pool without regard to unit ownership. Limitations on use of special mission aircraft will be observed. MEDEVAC aircraft will be restricted to use as prescribed in AR 40-2.

c. Appropriate aircraft, tools, PLL, and equipment may be hand receipted for training support to RCTIs that teach aviation MOS producing courses.

d. A system which allows for sharing of ASF controlled aircraft, tools, PLL, and equipment by unit or RCTIs personnel during UTAs and AT will be developed and detailed in an ASF SOP.

Table 4-1
Rated Personnel Additional Flight Training Period Annual Authorizations

Category	Flight	Primary Support	Total	Flight	Alternate/Additional Support	Total
FAC 1 Aviators						
Helicopters						
Attack	48	6	48			
Scout	48	6	48			
Utility	38	6	38	10	6	48
Medical	38	6	38			
Cargo	38	6	38	10	6	48
Observation	27	6	27	12	6	39
Airplanes						
Reconnaissance	34	6	34			
Utility	27	6	27	12	6	39
Cargo	27	6	27	12	6	39
FAC 2 Aviators						
All	24	4	24	12	4	36
Flight Surgeons						
All	24	24	24			
FAC 3 Aviators						
Helicopters						
Attack	26	2	26			
Utility	14	2	14			
Medical	14	2	14			
Cargo	14	2	14			

Category: Total AFTP authorizations are based on primary aircraft.

FAC 3 Aviators: Aviators are required to maintain applicable FAC 1 simulator minimums as stated in the applicable ATM. They have no flying hour minimums or currency requirements.

Notes:

¹ 1. Figures are maximum AFTPs. Total may not exceed 48.

² 2. Support AFTPs are included in the maximum number authorized.

³ 3. Commanders may authorize aviators to perform duty in alternate or additional aircraft. Total combined AFTPs may not exceed 48.

⁴ 4. Commanders may not designate FAC 3 if the aviators fly aircraft that have no compatible flight simulator listed in AR 95-3, per TC 1-210.

⁵ 5. Instructor Pilots may increase Support and Total AFTPs by 6, but annual Total may not exceed 48.

⁶ 6. Commanders may authorize personnel with ALSE ASI to combine ALSE authorization with primary authorization. Total AFTPs may not exceed 48.

⁷ 7. Commanders may authorize up to an additional 12 AFTPs for MPs, above the quantity authorized for their primary aircraft. These are provided for MPs to maintain proficiency or perform MTFs in designated alternate or additional aircraft. The maximum number of AFTPs cannot exceed 48.

Table 4–2
Non-rated Personnel Additional Flight Training Period Annual Authorizations

Category	Flight	Support	Total
AEROSCOUT OBSERV	48	6	48
ATK HEL CE	0	24	24
SCOUT HEL CE	0	24	24
UTIL HEL CE	38	19	38
AIR AMB CE/ATTEND	38	19	38
CARGO HEL CE	38	10	38
OBSV HEL CE	0	12	12
RECON AIRPLN CE	0	24	24
CARGO AIRPLN CE	24	12	24
AVN MAINT TECH (WO)	0	12	12
HEL REPAIRER/MECH	0	12	12
ATC SPEC	0	12	12
FLT OPNS SPEC	0	12	12
TECH INSP	0	12	12
ALSE TECH	0	12	12
ACFT ARMAMENT TECH	0	12	12
ACFT FIRE CTRL SPEC	0	12	12
PETROLEUM SPEC	0	12	12
FLT PLT/DET SGT	0	12	12
AVN MAINT SUPV	0	12	12
AVIONICS TECH	0	12	12
AVN ELECT TECH	0	12	12
AMMO SPEC	0	12	12
AERIAL EW TECH	24	6	24
IMAGE ANAL TECH	0	12	12

Support: Maximum number of support AFTPs authorized for each category.

Notes:

¹ 1. Total AFTPs per individual may not exceed 48 in one fiscal year.

² 2. Commanders may authorize personnel with ALSE ASI to combine ALSE authorization with primary MOS authorization. Total may not exceed 48 in one fiscal year.

³ 3. All changes in authorizations must be in writing and included in the AFTP file.

Chapter 5

Reserve Component Training Institutions and Education Programs

5–1. Introduction

a. Reserve Component Training Institutions (RCTIs) are TPUs organized per TYPE TDA 60–909–06 (available at RCTIs). This TDA provides a functional structure for the operation and administration of school programs.

b. Requests for activation, deactivation, relocation, reorganization, and consolidation of RCTIs will be sent to HQDA (DAAR–OP), WASH DC 20310–2400.

c. When mobilized, RCTIs will augment Active Army schools, Army Training Centers, and other activities as determined by the CG, TRADOC, except for those in Europe. Commanding General, U.S. Army, Europe (USAREUR) will determine mobilization requirements for European area schools.

5–2. Administration

RCTIs will be organized and administered under the following guidelines:

a. The CG, FORSCOM commands the CONUS USARF schools. In addition, the CG, FORSCOM—

(1) Prescribes policies for the administration, operation, stationing, logistics, and funding of RCTIs in CONUS, Hawaii, and Puerto Rico.

(2) Consolidates all RCTI student enrollment data; three copies of all such data will be sent to HQDA (DAAR–OP), WASH DC 20310–2400.

The CG, TRADOC—

(1) Establishes RCTI training evaluation criteria for CONUS and OCONUS schools.

(2) Develops criteria and techniques for conducting RCTI courses. These include overall program of instruction and instructional material support for instructors and students. This material is

provided by the Army service schools and the U.S. Army Command and General Staff College (USACGSC).

(3) Identifies courses and establish criteria to enable USAR unit commanders to award MOS and specialty qualifications.

(4) Recommends mobilization missions and stations for RCTIs.

(5) Programs and budgets funds and other resources for providing adequate training support materials to RCTIs.

(6) Be responsible for instructor and student training support material.

(7) CONUS Army commanders and CG, USARPAC will further assign RCTI ARCOMs or other GOCOMs.

c. OCONUS commanders will organize, command, operate, and administer RCTIs within their areas, under authority given by HQDA (DAAR–OP).

d. Commandants of Army service schools—

(1) Prepares and revises RCTI instructional materials and programs, as approved by the CG, TRADOC.

(2) Prepares, reproduces, and distributes RCTI instructional materials.

(3) Conducts staff visits.

e. Commandants or RCTIs—

(1) Ensures that all courses conducted by their schools meet criteria established by TRADOC or the proponent service school.

(2) Ensures that instructors are qualified per TRADOC standards.

(3) Ensures that students meet enrollment eligibility requirements.

(4) Accomplishes required administration.

5–3. Physical standards for USAR soldiers attending RCTIs

USAR soldiers attending RCTIs in ADT, AT, or TDY status will be subject to the physical standards outlined in AR 350–15 and AR 600–9.

a. On reporting to the RCTI, all USAR soldiers will be weighed. Those who do not comply with AR 600–9 will be given 30 days to

meet the standards before being disenrolled. If the course of instruction is less than 30 days, the soldier must meet the standards before graduation.

b. Soldiers will be given the APFT if they had not taken and passed the test within the last 8 months.

c. School commandants are authorized to waive the APFT requirement for USAR personnel only for medical reasons. Such waivers will be fully justified in the academic evaluation report. A copy of the medical report on which the waiver is based will be attached to the individual's academic evaluation.

d. For academic evaluation reports on U.S. Army personnel at RCTI courses, the preparing officer will follow the procedures outlined in AR 623-1, figure 2-1, to document the height and weight of students and the passing or failure of the APFT.

5-4. RCTI staff and faculty organization

a. The CG, FORSCOM, in conjunction with HQDA (DAAR-OP), will provide strength allocations. CG, USAREUR will request staff and faculty strength allocations for RCTIs in Europe from HQDA (DAAR-OP).

b. Member of other TPUs who have special qualifications may be used as instructors in an attached status. The commander of the unit to which the soldier is assigned must concur.

c. USAR soldiers who fail to meet the standards of AR 600-9 will not be allowed to perform as platform instructors. This restriction will apply to soldiers until they have successfully completed a weight control program, per AR 600-9.

5-5. Operation of RCTIs

a. The courses below, in the priorities indicated, are authorized to be taught in RCTIs. Only TRADOC approved POI may be used. School staff and faculty are not authorized to teach or support courses, other than those shown below, in any duty status (IDT, ADT, AT, or retirement points only).

(1) Priority 1—NCO professional development.

(2) Priority 2—commissioned and warrant officer professional development.

(3) Priority 3—skill level 1 MOS.

(4) Priority 4—other skill level MOS.

(5) Priority 5—NBC.

(6) Priority 6—instructor training course.

b. The RCTI year will be from 1 October to 30 September.

c. IDT for RCTIs for which pay or retirement point credit, or both, are authorized may be conducted as an assembly of at least 2 hours. Roll call and rest periods are not included. The major commander may allow this type of assembly for RCTI instructional periods. However, RCTI students will be awarded only one retirement point credit for each 4 hours of instruction. Two 2-hour training assemblies on separate days may be combined to make one 4-hour instructional period. Other rates of retirement point credit will be computed per AR 140-185.

d. IRR soldiers who attend RCTIs will be in a nonpay training status, except for the school AT period.

e. IRR officers may enroll as students, with approval of the CG, ARPERCEN. This enrollment is subject to signing the following agreement:

'I agree, as a condition of my enrollment in an RCTI course, to serve afterwards in a USAR troop program unit assignment for not less than 2 years if such assignment is tendered, and I intend to complete the course in which I will be enrolled.'

f. Officers with a TPU assignment and IMA may attend in an attached status with approval of their unit commanders or proponent agencies. Attendance may be in addition to RST, UTA, or MUTA if funding is available.

g. Enlisted TPU soldiers, with approval of their unit commanders, may take part in MOS training, methods of learning courses, or Noncommissioned Officer Educational System (NCOES) training with an RCTI in either cadre or student status. Enlisted IRR soldiers

may take part in the above training with the approval of the CG, ARPERCEN.

h. Standby Reserve (Active List) soldiers may attend school in an attached nonpay training status, including school AT. They will be awarded retirement point credits. (See AR 140-185.)

i. Active Army officers may enroll in the USACGSC course. Active Army warrant officers may enroll in the RCTI Warrant Officer Senior Course provided they were selected to attend the Active Army course either in residence or nonresidence. Before an Active Army warrant officer can enroll in the RCTI Warrant Officer Senior Course, he or she must obtain written approval from CG, PERSCOM (TAPC-OPW-PD), 200 Stovall Street, ALEX VA 22332-0400. Foreign officers may apply through the U.S. Defense Attache of their country for HQDA approval to attend the USACGSC course.

j. Dual Component officers may enroll in RCTIs with the permission of their Active Army commander and the CG, ARPERCEN. They may wear either their enlisted uniform or civilian clothing, as directed by the school commandant, while attending IDT and ADT phases of instruction. Wearing of an officer uniform is prohibited.

5-6. Contract training

a. Soldiers accepted for medical training in the following MOS producing courses (91B, 91C, 91D, 91Q, 91P, 91V, 92B, 42D) will incur a minimum service obligation. The minimum time will consist of 4 months for each month of training received not to exceed 4 years from date of withdrawal, failure, or completion of course.

b. This obligation will be acknowledged before acceptance of the individual for training either through current enlistment or by written agreement to enlist, extend/reenlist. Soldiers will fulfill their obligation by serving in a USAR TPU position, until their extended service obligation is satisfied.

5-7. Army correspondence courses

(See para 3-28.)

5-8. Noncommissioned Officer Education System, Reserve Components (NCOES-RC)

a. NCOES-RC is an integral part of EPMS-USAR. The purpose of NCOES-RC is to enhance leadership potential and trainer ability of Army RC NCOs.

b. NCOES-RC will be taught to Army Reserve NCOs by a RCTI. No other Army Reserve unit is authorized to conduct NCOES-RC. USAR NCOs may participate in NCOES-RC training conducted by a State National Guard Academy when a USARF school NCOES-RC courses is not locally available.

c. NCOES-RC qualification for attendance is prescribed by AR 135-1, chapter 6.

d. The basic course will not be substituted for the Primary Leadership Development Course for soldiers serving in a combat arms DMOS. Waivers for pay grade may be granted by the CONUSA commanders and CG, ARPERCEN.

e. Commanders may attach USAR soldiers to a RCTI or ARNG Academy for the duration of training; or they may use ADT monies or a combination of RST and ADT to place soldiers on duty.

5-9. Award of the AUSA U.S. Army Reserve Component Training Institute Award

a. The Association of the U.S. Army (AUSA) Award is an annual award presented in the form of plaques to the outstanding officer/warrant officer student and the outstanding enlisted student of each U.S. Army Reserve Component Training Institute.

b. All students, regardless of component, who are pursuing a regular RCTI course during the school year of the award are eligible. The school year is defined as starting on 1 October and ending on 30 September of each year.

c. The school commandant will select one officer/warrant officer and one enlisted soldier to receive the award for the school year. The following criteria will be used to make the selection:

(1) Attendance records.

(2) Academic records.

(3) Demonstrated leadership and initiative.

(4) Class participation and demonstrated potential.

d. At the end of the school year, the commandant will submit the names and home addresses of the students selected for the award through channels to the appropriate Army area commander. There, the names will be consolidated and forwarded to Office of the Chief, Army Reserve, ATTN: DAAR-OP, WASH, DC 20310-2400 to arrive no later than 1 November.

e. The CAR will provide AUSA with the list of students to receive the award and addresses of the schools where the plaques will be shipped. A congratulatory letter for the recipient will be sent with each plaque. School commandants will ensure that a copy of the letter is filed in the MPRJ. Commandants may also use available nonappropriated funds or request the funds required for engraving the plaques from the appropriate area commander.

f. Each commandant will notify the appropriate Army Reserve general officer commander or overseas Army area commander when an award is ready for presentation. USAR general officer commanders will present the award at appropriate ceremonies within CON-US. Overseas area commanders are encouraged to present the awards for RCTIs in their area. AUSA members in the area should be invited to attend the presentations.

Chapter 6

Nonmilitary, Federal and Civilian, Sponsored Unit Program

6-1. Introduction

a. Defense of the nation is a shared responsibility. The Non-military, Federal and civilian, Sponsored Unit Program facilitates the understanding and participation in the defense of the nation among the Army, industry, the government, and the general public. In the Sponsored Unit Program, selected USAR units affiliate with civilian or nonmilitary governmental organizations to perform inactive duty training (IDT). This training is intended to improve the quality and readiness of the individual soldier and unit, thus enabling enhancement of individual and unit efficiency and preparedness for military operations.

b. The program is restricted to selected USAR TPUs, IMA detachments, and RTUs in the continental United States.

c. Only combat service (CS) and combat service support (CSS) troop program units (TPU), Individual Mobilization Augmentation detachments (IMA Det) and reinforcement training units (RTUs), are eligible to participate in the program.

d. Policies and procedures on training, personnel, training standards, organization, and logistical support of soldiers and USAR units apply to sponsored units.

6-2. Objectives of sponsored unit affiliation

a. Improve the readiness of units and assigned and attached soldiers.

b. Provide USAR soldiers mission-related training in their military occupational specialty (MOS) or area of concentration (AOC).

c. Improve public awareness of national defense requirements.

6-3. Conduct of the Sponsored Unit Program

The program will be implemented under the following guidelines:

a. The Chief, Army Reserve is responsible for policy development and program guidance.

b. The CGs, USARC and USASOC manage and supervise the program within their respective commands. These CGs, or their designated representatives, must—

(1) Visit prospective sponsors before approving sponsorship.

(2) Approve sponsors for participation only after ensuring that the training a TPU, IMA detachment or RTU would receive is appropriate, cost effective, can be supported, and is beneficial to the Army.

(3) Sign DA Form 361 (Sponsored Unit Agreements).

(4) Ensure distribution of signed agreements within their commands, and provide copies of signed agreements to the following to include the sponsoring organization and the unit sponsored.

6-4. Sponsored unit agreement form

a. *General.* DA Form 361 is used to document an agreement between the Army and a civilian or nonmilitary governmental organization to affiliate. The agreement is nonbinding on either party. It may be terminated by written notice by either party by giving 30 days advance written notice of the effective date or termination. DA Form 361 may be obtained through publication channels from the U.S. Army Publication Distribution Center, Baltimore, MD 21220.

b. *Amendment to agreements.* Signatories may make pen and ink changes to the original agreement when minor changes are necessary. For other than minor changes, an amendment must be prepared, signed, and distributed to appropriate agencies and commands.

c. *Termination of agreements.*

(1) Sponsored unit agreements may be terminated by either party by giving 30 days advance notice of the effective date of termination.

(2) If the CG, USARC, or CG, USASOC is unable to obtain a replacement sponsor, the IMA detachment or RTU will be deactivated.

Chapter 7

Marksmanship Training and Competitive Program

7-1. Introduction

This chapter prescribes responsibilities, policies, and procedures for the USAR in small arms marksmanship training and competition. It applies to USAR competitions from company or equivalent level through international level. The overall objectives of the program are to heighten interest and impose small arms marksmanship training. The purpose of small arms marksmanship training is to provide the following:

a. Improve the skill of soldiers in use of their individual weapons.

b. Instill confidence in the soldier.

c. Provide mobilization/readiness assets for combat readiness.

d. Develop skilled marksmanship instructors to assist USAR units in training and annual qualifying programs.

e. Provide an opportunity for USAR soldiers who excel in the use of small arms to—

(1) Represent their units, commands, ARCOMs, GOCOMs, the USAR, and the United States in competition.

(2) Compete in programs from unit through international level.

f. Provide outstanding marksmen for the USAR to—

(1) Maintain leadership in Armed Forces (interservice) and national competition.

(2) Assist the United States in maintaining leadership in international competition.

7-2. Responsibilities

a. The Chief, Army Reserve, will—

(1) Oversee small arms competitive marksmanship activities of the USAR.

(2) Coordinate and approve all USAR site support.

(3) Provide, select, and supervise mobile training teams (MTT) to conduct "Train the Trainer" clinics in support of ARCOMs and GOCOMs.

(4) Provide, select, and supervise USAR teams or soldiers representing the USAR in interservice, national, and international competition.

(5) Develop and implement marksmanship training programs for the USAR at DA level.

(6) Provide USAR instructors to conduct small arms training, small arms marksmanship training in sniper weapons, Special Reaction Team (SRT), combat shotgun, and other specialized small arms

training applications. Assist USAR units in maintaining mission readiness.

(7) Coordinate budgeting and operational planning for conduct of all USAR marksmanship programs providing an opportunity for the broadest involvement of all members of the USAR.

(8) Oversee individual weapons training and qualification activities of the USAR.

(9) Provide Battle Focused Instructor Training Course (BFITC) courses to support MUSARC marksmanship training activities.

(10) Provide for a USAR marksmanship championship to allow MUSARC teams to compete in combat and national match marksmanship events.

(11) Conduct the World-wide Chief, Army Reserve Postal Matches.

(12) Publish the Army Reserve Marksmanship (ARM) Newsletter.

b. The CG, USARC will—

(1) Ensure that USAR soldiers qualify and are familiar with individual weapons (AR 350-4).

(2) Ensure that competitions for the USAR are conducted annually. This will be done at succeeding levels from company through ARCOMs and other GOCOMs. Qualification and instructional firing (AR 350-4) should serve as a major part of the total competition.

(3) Ensure each MUSARC has an active USAR Marksmanship Training and Competitive Program. Also, ensure that the annual Army Small Arms Championships include USAR teams representing each MUSARC.

(4) Ensure the USAR personnel representing each MUSARC have the opportunity to participate in the U.S. Army Rifle and Pistol Championships to include both combat weapons championships and national match type championships. The championships may be held in more than one location depending on type of events held.

(5) Ensure the USAR competitive marksmanship program includes TPU, IRR, AGR, and IMA soldiers on an equitable basis.

(6) Require the formation of a Special Marksmanship RTU in each MUSARC. These RTUs, using IRR and IMA marksmen, will provide a source of qualified USAR marksmanship training instructors for USAR units. The Special Marksmanship RTU personnel will—

(a) Instruct and assist USAR units in all marksmanship training and competitive programs.

(b) Provide a central source of qualified trainers to conduct the MUSARC marksmanship programs.

(c) Marksmanship RTUs will be limited in rank structure to ensure the availability of instructors. The unit will not exceed one (1) LTC, two (2) MAJ, and 60 percent of the unit will be enlisted.

(7) Provide USAR support for the National Matches as directed and approved by Chief, Army Reserve.

(8) Ensure, in coordination with Chief, Army Reserve, that full support for marksmanship programs is directed to each MUSARC as prescribed by this and other regulations.

(9) Ensure that soldiers participating in marksmanship programs comply with AR 135-200, paragraph 4-7.

c. CG, ARPERCEN will ensure that the conduct of training in the marksmanship program as prescribed in this regulation, is according to annual training guidance and budgetary constraints provided by OCAR (DAAR-OP).

7-3. Program configuration

The structure of the USAR marksmanship program will include the following:

a. Clinics, instruction, and assistance furnished to USAR units, other military departments, and ROTC and other groups as approved by Chief, Army Reserve.

b. Intercommand and intracommand matches between units at all levels.

c. MUSARC championships.

d. USAR Small Arms Championship.

e. The U.S. Army Rifle and Pistol Championships (Combat and National Match events).

f. Interservice championships (rifle, pistol, and international).

g. The National Trophy Matches and National Championships.

h. Tryouts for teams to represent the United States in International World Cup, Pan American, and Olympic Championships.

i. The annual USAR Marksmanship Individual and Unit Training Awards.

j. Selected military and civilian small arms activities, both national and international, including training and competition.

k. OCAR Postal Match Program conducted by HQDA(DAAR-OP), WASH DC 20310-2400.

l. Provide expert marksmanship instructors/marksmen to support USAR mobilization readiness and missions.

m. Publish the USAR Marksmanship Newsletter.

7-4. Conducting the program

a. Preparing for and taking part in small arms competitive marksmanship activities (from unit through international levels) is classified as training.

b. Official international level small arms competitions are classified as sporting events.

c. All USAR soldiers, including AGR soldiers, unless otherwise restricted, will be given an equal chance to prepare for and take part in small arms marksmanship competition.

d. All competitive marksmanship match programs from unit to All-Army will include combat type courses of fire (unless a level splits the events between two different sites and/or dates). Competitors in combat type matches must use weapons and equipment of the same type used by the USAR to train for and take part in combat.

e. USAR rifle competitors are required to fire service rifle or other weapon as approved by the National Board for the Promotion of Rifle Practice (NBPRP) (AR 920-30). This will be at ranges not to exceed 1000 yards or meters in registered or approved matches or other civilian sponsored competition when—

(1) Transportation or other travel expenses are paid for those qualified to participate, wholly or in part, from Government funds (appropriated or nonappropriated). (This includes exchange, recreation, welfare, and morale type funds.)

(2) Government issued equipment is used by the competitor.

f. Firing of other rifles at greater ranges or in international type matches is allowed.

7-5. Support of the program

a. *Ceremonies.* Suitable ceremonies for presenting marksmanship awards will be conducted by the commander of the units or individuals concerned. Awards include—

(1) Excellence-in-Competition Badge (“Leg Medals”).

(2) Distinguished Rifleman Badge.

(3) Distinguished Pistol Shot Badge.

(4) U.S. Distinguished International Shooter Badge.

b. *Publicity.* Publicizing the achievements of USAR shooters and marksmanship activities is essential for the success of the program.

(1) Information programs will be supported and carried out to enhance public confidence in the USAR.

(2) News items and photographs of USAR shooters taking part in major command and higher level competition will be submitted by the match sponsor directly to the Army Reserve Magazine, HQDA (DAAR-PA), WASH DC 20310-2400 and the Army Marksmanship Newspaper, HQDA (DAAR-OP), WASH DC 20310-2400.

(3) Commanders of units conducting matches will ensure hometown news releases, including photographs, are prepared and submitted. Local media coverage of matches is encouraged.

(4) News items should also be sent to MUSARC information newspapers.

(5) OCAR will publish quarterly newsletter devoted to information concerning marksmanship training and competition. The publication will be titled “Army Reserve Marksman” (ARM). This publication will be distributed to all USAR units and appropriate agencies and individuals.

c. *Uniform.* During marksmanship competition USAR soldiers will be attired in neat and suitable uniforms. The only authorized

deviation from standard military uniforms is the authorization for the MUSARC, and All-USAR Marksmanship Teams to wear distinctive hats with color and patch for safety and identification purposes. Members of the official USAR Marksmanship Team will wear a black baseball type hat with gold USAR lettering on it while performing duties as part of the All-USAR Shooting Team or Mobile Training Team. MUSARC will use a different and tasteful hat design for their teams. Modifications other than those for safety or as required by the event are not authorized.

d. Instructors. USAR commanders will use instructors and marksmen trained by Mobile Training Teams (MTT), for conducting marksmanship training. Commanders should request special marksmanship RTU soldiers to conduct train-the-trainer clinics and BFITC classes. Those clinics include the following:

- (1) M16 rifle—basics on effective operation of M16A1/2.
- (2) M60/SAW—from serviceability checks to zeroing and qualification.
- (3) .45cal/M9/M11 PISTOL—fundamentals of marksmanship and operation and qualification/familiarization courses outlined.
- (4) SNIPER SUSTAINMENT TRAINING—preparatory training for individuals assigned as snipers who have not attended an Active Army sniper school.
- (5) AIR RIFLE—training—grade air rifles to supplement and enhance M16 training.
- (6) AIR PISTOL—air pistols to supplement and enhance conventional training.
- (7) MARKSMANSHIP TRAINING LOGISTICS—logistics operations, range training, courses of fire, preliminary rifle and pistol instruction programs.

e. Community service. USAR commanders are urged to sponsor or assist local youth shooting clubs or teams. Commanders will make the center gallery range available for their use. This activity is encouraged both as a potential recruiting activity and as a community service program. Weapons and ammunition support for this program may be available, under conditions specified by the Director of Civilian Marksmanship, Office, Secretary of the Army, 20 Massachusetts Avenue, N.W., Room 1205, Department of the Army, WASH DC 20310-0100 (AR 920-20).

7-6. Match programs

a. The match programs conducted by MUSARC may include an individual rifle and an individual pistol match in which credit toward Distinguished Designation may be earned (AR 350-6). In order for credit to be granted, the match OIC will ensure it is conducted according to the rules and regulations for the National Matches (AR 920-30), to include the following:

(1) Furnish one copy of official bulletins and separate competitor registration lists of rifle matches and pistol matches conducted per AR 920-30 to—

- (a) Commander, area command concerned.
- (b) USARC.

(c) Commanding Officer, U.S. Army Marksmanship Unit, ATTN: Custodian, Excellence-in-Competition Results, Fort Benning, GA 31905-5810.

(d) HQDA (DAAR-OP), WASH DC 20310-2400.

(2) Prepare bulletins ranking competitors in order of their excellence. (Format is prescribed by FORSCOM/TRADOC supplement to AR 350-6.)

(3) Prepare registration lists in alphabetical order listing the following:

- (a) Last name, first name, and middle initial.
- (b) Rank and social security number. (Serial numbers must also be provided for individuals if credit points were earned before 1 July 1969.)

(c) Address of individual's parent unit or the home address of IRR soldiers and civilian competitors.

b. Match programs at all levels will emphasize and encourage the following:

(1) All types of competition with as many weapons and weapons systems as practicable.

(2) Improvement of combat skills and individual proficiency.

(3) Training of inexperienced competitive marksmen.

(4) Development of marksmen and instructors who may be used to instruct and supervise weapons training and marksmanship activities within their unit and commands.

c. Soldiers are encouraged to wear marksmanship badges and ribbons when possible. Wear of awards on the military uniform is governed by policies in AR 672-5-1.

d. Army Excellence-in-Competition Badges and Distinguished Designation Badges. Award of excellence-in-competition and distinguished badges, and credit toward these awards is based on a soldier's unassisted performance in recognized individual matches.

(1) The Bronze Excellence-in-Competition Badge is awarded to USAR soldiers when they earn their first credit points (regardless of point value).

(2) The Silver Excellence-in-Competition Badge is awarded when 20 points have been earned.

(3) The Distinguished Rifleman and the Distinguished Pistol Shot Badge will be awarded when 30 or more points are earned.

e. President's Hundred Tab and Brassard. A President Hundred Tab and Brassard will be awarded by the Director of Civilian Marksmanship to each person, military and/or civilian, who qualifies among the top 100 competitors firing in the President's Rifle or the President's Pistol Match held in conjunction with the National Trophy Matches. (See AR 672-5-1.)

f. U.S. Distinguished International Shooter Badge. Award of this badge will be made to shooters, by the Secretary of the Army, or his or her designee, for outstanding achievement in international shooting events conducted under International Shooting Union rules. This includes the following:

- (1) Olympic Games.
- (2) Pan American Games.
- (3) World Championships.
- (4) Championship of the Americas.

7-7. Eligibility and criteria for award of credit points toward Distinguished Designation Badges

a. Award of Excellence-in-Competition badges and credit toward distinguished badges will be made on the basis of the person's performance in recognized individual matches.

b. Credit points will be awarded to the highest scoring 10 percent of all nondistinguished participants firing in the match ranked in order of merit. Fractions of .5 and over will be resolved to the next higher whole number.

c. Credit points will be awarded to the top 10 percent of personnel as determined in *b* above, on the following criteria listed in (1) through (3) below. There is however, one exception. The top 10 percent of authorized competitors in U.S. Army installation or division. USAR (MUSARC), ARPERCEN, OCAR (MDW level) and NS State Championship Excellence-in-Competition matches may be awarded a maximum of four credit points:

- (1) To the highest scoring (10 points).
- (2) To the next highest scoring (8 points).
- (3) To the remaining personnel authorized credit points (6 points).

d. Each individual may fire for credit points in not more than four recognized matches with each weapon (service rifle and pistol) during each calendar year. An individual who fires any portion of a match will be considered to have fired that match. Eligibility to take part in "Leg" matches (credit point) conducted per AR 920-30 as a part of official competitive events. (See Table 7-1).

Table 7-1
Leg Match Eligibility

Competitive Event (of which "Leg" Match is a part)	Footnote that applies
U.S. Army Installation/Division, USAR (ARCOM and GOCOM) and NG State/Division Championships	1, 2
CONUSA Reserve Components Small Arms Championships	2, 3

Table 7-1
Leg Match Eligibility—Continued

Competitive Event (of which "Leg" Match is a part)	Footnote that applies
U.S. Army Championships	2, 3
Armed Forces (Interservice) Championships	2, 3
Properly Approved excellence-in-competition (EIC) Matches (NRA Regional and State Championships)	3, 4
Major Command Championships of Other Services	3
National Trophy Individual Championships	2
National Guard Championships	5

Notes:

¹ 1. Limited to USAR personnel who have not earned a Bronze Excellence-in-Competition Badge.

² 2. One per calendar year.

³ 3. Entry in an approved EIC match or major command championship of another service is limited to one excellence-in-competition per calendar year. Such entry is authorized in lieu of either the CONUSA Reserve Championship or the U.S. Army Championship, or the Interservice Championship when circumstances preclude entry in one of these championships. Furthermore, when the substitute match is fired, it must be fired subsequent to the date of the match for which it is substituted.

⁴ 4. USAR personnel can earn a maximum of 10 credit points in properly approved EIC matches.

⁵ 5. Participation in the annual Winston P. Wilson Championships will be allowed for rifle and pistol "leg" matches only. All footnotes apply separately to pistol and rifle "leg" matches.

⁶ 6. No competitor is eligible to compete in more than four "leg" matches for pistol and four "leg" matches for rifle, annually.

7-8. Funds and participation

a. Funds will be allocated by OCAR to provide resources for USAR participation in marksmanship competition, instruction, and assistance to USAR units and individuals.

b. This priority for use of funds is to—

(1) Fund the All-USAR Marksmanship program to include missions authorized through the OCAR (DAAR-OP). Mobile Training Team missions and competitive missions while team members are representing the USAR or the United States.

(2) Selected TPU and IRR soldiers, participating as part of the OCAR Marksmanship Team at Army level combat and National Match championships. This group is eligible for direct OCAR funding support with orders published by ARPERCEN. Guidance will be provided by the Director of Marksmanship, DAAR-OP, WASH DC 20310-2400 on method of submission. Request for orders will not be directly submitted to ARPERCEN

(3) Selected TPU and IRR soldiers, participating as part of the MUSARC Marksmanship Team at USAR Championship level combat and National Match championships will be eligible for direct OCAR funding support with orders published by ARPERCEN. Guidance will be provided by the Director of Marksmanship, DAAR-OP, WASH DC 20310-2400 on method of submission. DO NOT submit request for orders directly to ARPERCEN.

(4) Funding of Special Marksmanship RTU personnel to attend BFITC and other selected training will be provided through the same procedures as outlined in *b*(2) above.

c. Funding of marksmanship activities at MUSARC and lower levels to include practices or participation in matches not referenced above will be funded through the MUSARC.

d. Use of ADT tours for USAR participants is governed by AR 135-200, para 4-3a(5)(d).

(1) Soldiers chosen to take part in All-Army competitions will be allowed an additional special tour not to exceed 30 days, in an ADT status funded by the MUSARC.

(2) IRR/IMA soldiers participation is as follows:

a. IRR soldiers may take part in all levels of marksmanship training. IRR soldiers assigned on the OCAR-USAR Marksmanship Mobile Training Team (MTT) will have—

1. Current instructor qualification (graduated from an approved ITC after 1 Jan 88) or graduated from BFITC.

2. A current security clearance appropriate with the training requirements of the Team. Interim upgrade of clearances will be utilized only for the duration of the mission to be performed. Request for orders will so note security clearance changes, duration, and administrative actions necessary to expedite the publication of the order.

3. Performed a minimum of 12 (fragmented or continuous) ADT/ADSW duty days (excluding travel) providing USAR unit mission support as expert subject instructors in marksmanship associated training programs. Soldiers completing 12 days instructor duty will have fulfilled his/her annual Mobilization Readiness training tour requirement. Soldiers assigned to the MTT and not fulfilling these requirements must complete normal Mobilization Readiness training as scheduled by ARPERCEN. HQDA (DAAR-OP) will verify those soldiers who have completed the 12-day requirement. This will be applicable to USAR Marksmanship Program soldiers assigned/attached to the OCAR MTT only.

b. Control Group (IMA) may participate in all marksmanship training if the duty does not conflict with a scheduled IMA tour and the agency of assignment concurs. Soldiers are expected to perform as instructors and marksmanship program support duties directed by OCAR (DAAR-OP).

(3) Funding will not be provided for soldiers above the rank of LTC for participation as a competitor. Soldiers performing duties normally requiring a COL can, with prior approval of CG, USARC and/or Chief, Army Reserve, be funded on a case-by-case basis. This is limited to duties as match director/assistant match director at a major championship above MUSARC level.

(4) Any soldier, above the rank of CPL, who have participated with the All-USAR Marksmanship Team for a period of 3 years to include the current year of participation is required to have a security clearance of at least Confidential and have attended either the ITC course (Jan 1988 to Sep 1991) or the FBITC since 1991. Instructor certification (attendance credit) will be renewed every 5 years.

7-9. Equipment and ammunition

a. Authority.

(1) Weapons and equipment authorized for support of this program will be contained in tables of organization and equipment (TOE), tables of distribution and allowances (TDA), and appropriate common table of allowances (CTA).

(2) Ammunition to support the various phases of this program must be obtained through procedures outlined in applicable Army regulations.

(3) Maintenance instructions will be found in TB 9-1000-237-12, TB 9-1005-226-12, and weapon technical manuals.

b. Security and control of firearms

(1) AR 190-11 and AR 190-14 govern the possession, safety, transport, and shipment of weapons and ammunition issued to those who are engaged in programs authorized by this regulation. The soldiers selected and assigned duty as members of various USAR shooting teams are expected to train daily with weapon(s) issued them.

(2) Commanders will review policies relating to weapons use and security periodically to ensure availability of weapons, ammunition, targets, equipment and gallery (indoor) ranges used in support of programs covered by this regulation.

(3) The appointed OIC's will exercise primary control over all marksmanship weapons assigned to the USAR for the purpose of competitive marksmanship (except those directly authorized by unit TOE/TDA).

7-10. The U.S. Army Reserve marksmanship unit and team

a. The All-USAR Marksmanship Team/Program will be comprised of USAR soldiers performing duties in one or more of the following activities:

- (1) USAR Rifle Team (International, Service, and Shotgun).
- (2) USAR Pistol Team (International and Service).
- (3) USAR Marksmanship Mobile Training Team (Rifle and Pistol).
- (4) USAR Marksmanship Public Affairs Program.
- (5) CAR Postal Match Program.
- (6) USAR Marksmanship Special Projects.

b. Nominations to the All USAR Marksmanship Team/Program will be selected annually as follows:

(1) The service weapon team members are selected based on high scores achieved at the annual All-Army level of competition for National Match Rifle and Pistol events. OICs will identify and nominate soldiers for selection to the teams and forward nominations to OCAR for final approval. Waivers from this selection process must be approved by OCAR.

(2) The international squads are selected based on high scores achieved at the annual Interservice International Shooting Championships (Pistol, Rifle, and Shotgun). OICs will identify and nominate soldiers for selection to the teams and forward nominations to OCAR for final approval. Waivers from this selection process must be approved by OCAR.

c. The USAR Marksmanship Team represents the USAR in Inter-service and National Championships and other selected competitions.

d. The officers in charge of the various teams and programs and assigned team/program participants will be appointed annually by CAR. The teams are under the operational control of HQDA (DAAR-OP).

e. Equipment, firearms and ammunition support for the team will be provided by OCAR (DAAR-OP) with primary assistance coming from the U.S. Army Marksmanship Unit, Fort Benning, GA.

f. Funding for the U.S. Army Reserve Marksmanship Team will be provided by OCAR. Funding will be provided for those soldiers in the rank of LTC and below who meet the criteria established above and selected by OCAR to represent the USAR. Participation on the team is voluntary and removal action can be taken at anytime by HQDA (DAAR-OP) with or without cause. Rifle Team OIC, Pistol Team OIC, Postal Match Program Coordinators, Marksmanship Public Affairs Program OIC, or other special marksmanship programs OIC's will be appointed by OCAR (DAAR-OP) only.

g. The Marksmanship Mobile Training Team will be composed of soldiers assigned to the USAR Marksmanship program or nominated by the discipline OIC's of the rifle/pistol teams and selected by OCAR.

h. Participation on the USAR Marksmanship Team is a privilege, not a right. The privilege of participation can and will be withdrawn at anytime when further participation would be considered detrimental, counterproductive or not in the best interest to the program objectives. Removal from the program will be directed by OCAR.

7-11. USAR marksmanship training awards

a. All soldiers, assigned, in any capacity, and DOD civilians assigned to a position that promotes, assists, develops and/or conducts marksmanship training will be eligible to compete for the BG Harry J. Mott III annual award for promotion of marksmanship training. Individuals may nominate themselves or others by submitting the following to HQDA (DAAR-OP).

(1) Name, rank, SSN, unit of assignment, duty position, and unit mailing address.

(2) Narrative summary of what the individual has accomplished to promote marksmanship training in the USAR.

(3) Immediate commander's name, rank, and telephone number.

(4) MUSARC commander's name, rank, unit, and telephone number.

(5) Attach all recommendations and other supporting documents and forward to arrive NLT 15 September of the applicable training year.

b. USAR TPUs and drilling IMAs (DIMAs) with a strength of 75 or less (see para *a* above for a complete description) will be eligible

to compete for the annual USAR Marksmanship Small Unit Training Award. Units will submit the following through channels to reach HQDA (DAAR-OP) NLT 15 September of the applicable training year. The following will be submitted for evaluation:

(1) Unit designation.

(2) Complete mailing address and telephone number.

(3) Commander's name, rank, branch, SSN, home address, and telephone number.

(4) Statement listing authorized strength and average strength during the applicable training year.

(5) MUSARC commander's name, rank, unit, and telephone number.

(6) Summary of accomplishments in marksmanship training to include unit qualification, other unit weapons training accomplishments and marksmanship training programs conducted. Also list any youth shooting programs supported, public affairs activities promoting marksmanship activities, participation and accomplishments in competitive shooting programs of any type (internal and external to the unit). Include other information considered applicable to promoting marksmanship skills in the USAR.

(7) Supporting documents to include recommendations from higher headquarters.

c. USAR TPUs which fit the criteria listed in paragraph 8-4*b* will be eligible to compete for the annual USAR Company Level Marksmanship Training Award. Units eligible to compete for this award will follow the same procedures as outlined in *b* (1) through (7) above, through channels to reach HQDA (DAAR-OP) NLT 15 September of the applicable training year.

d. USAR TPUs which fit the criteria listed in paragraph 8-4*c* are eligible to compete for the annual USAR Large Unit Marksmanship Training Award. Units eligible to compete for this award will follow the same procedures as outlined in *b* (1) through (7) above, through channels to reach HQDA (DAAR-OP) NLT 15 September of the applicable training year.

e. USAR MUSARC will be eligible to compete for the annual MUSARC Marksmanship Training Award. Units eligible to compete for this award will follow the same procedures as outlined in *b*(1) through (7) above, through channels to reach HQDA (DAAR-OP) NLT 15 September of the applicable training year.

Chapter 8 U.S. Army Reserve Outstanding and Superior Unit Awards

8-1. Introduction

This chapter covers policies and procedures for the nomination and selection of U.S. Army Reserve units for the awards listed in *a* through *f* below. These awards are made each year. A more thorough discussion of these awards are presented in paragraphs 8-3 through 8-8.

a. *The Reserve Officers Association of the United States Outstanding USAR Unit Awards.* These awards are given by the Reserve Officers Association (ROA).

b. *The Superior Unit Certificate for the USAR.* This is awarded by the Secretary of the Army.

c. *The Walter T. Kerwin Award.* This award is given by the Association of the United States Army (AUSA) in cooperation with the ROA.

d. *The General Walter T. Kerwin Jr. Award.* This award is sponsored by the Senior Army Reserve Commanders Association.

e. *The Reserve Officers Association Outstanding USAR Aviation Support Facility (ASF) Award.* This award is given by the ROA.

f. *The Philip A. Connelly Food Service Award.* This award is given for excellence in Army food service in the Reserve components. It is awarded by the U.S. Army Troop Support Command.

8-2. Responsibilities

The following commanders are responsible for those policies and

procedures used to select, nominate, and announce various units and organizations for the awards covered in this chapter.

- a. Chief, Army Reserve.
- b. CG, FORSCOM.
- c. CG, each CONUSA.
- d. CG, USARPAC.
- e. CG, U.S. Army Troop Support Command.

8-3. The USAR Superior Unit Certificate

a. All U.S. Army Reserve TPUs are eligible for this award.
b. Eighty-five percent of the assigned personnel must be qualified in an MOS according to criteria in AR 220-1. This does not include personnel who are on or awaiting IET. Authorized excess personnel and overstrength are also excluded.

c. Units must—

(1) Maintain an average of 95 percent of required strength throughout the training year.

(2) Maintain an annual average of 90 percent attendance during the training year, including constructive attendance, during IDT. Computation of average annual attendance will be based on monthly data on the DA Form 1379. Attendance will be computed monthly, totaled at the end of the training year, and divided by 12.

(3) Attain an attendance of 95 percent of assigned strength, including constructive attendance during AT.

(4) Be recommended by the appropriate MUSARC. To be recommended, the units must have conducted, in a superior manner, a meaningful and effective training program throughout the training year. The recommendation will contain a narrative summary of significant unit accomplishments during that year to include a clear cut commentary on the ability of the unit to accomplish its wartime mission.

(5) Sixty-five percent of the assigned soldiers must have qualified on the M-16 rifle, M-9 pistol, or 45 cal. pistol during the year covered by the award.

d. Superior Unit Certificates will be awarded annually before 1 January, based on the performance of a unit during the preceding training year.

e. On completion of each training year, the CG of each CONUSA and USARPAC will select and announce in permanent orders. A copy of each such permanent order will be forwarded to Chief, Army Reserve, HQDA(DAAR-OP) WASH DC 20310-2400, and HQ FORSCOM (ATTN: FCJ3-TRA), Ft. McPherson, GA 30330-6000.

f. Each CONUSA and USARPAC will—

(1) Request bulk shipment of signed Superior Unit Certificates from HQDA (DAAR-OP).

(2) Complete certificates as required.

8-4. The Reserve Officers Association of the United States Outstanding USAR Unit Award

a. U.S. Army Reserve TPUs with an authorized strength of 75 or less (small units) are eligible for the Reserve Officers Association of the United States Outstanding USAR Unit Award for small units. These small units include—

- (1) Detachments.
- (2) Platoons.
- (3) Sections.
- (4) Bands.
- (5) Training division companies.
- (6) Laboratories.

b. USAR troop program companies, batteries, troops, higher level command headquarters units (e.g., HHC; Group HHC/HHD; Depot HHC; Brigade HHC, HHD, HHB; Battalion HHC, HHD; and HQ Centers) are eligible for the Reserve Officers Association of the United States Outstanding USAR Unit Award for company size units.

c. USAR troop program MTOE battalions, squadrons, and hospitals are eligible for the following awards:

(1) The Reserve Officers Association of the United States Outstanding USAR Unit Award for large units.

(2) The Walter T. Kerwin Award.

d. Qualifications for the awards in a, b, and c above are shown below.

(1) The CG of each CONUSA and USARPAC will nominate one USAR small unit, one USAR company size unit, and one USAR large unit from among those awarded the Superior Unit Certificate (para 8-3). These units will be considered for The Reserve Officers Association of the United States Outstanding USAR Unit Awards. Nominations will be forwarded so as to arrive at HQ FORSCOM (FCJ3-TRA) no later than 1 April of each year. They will include supporting data as prescribed by each CONUSA and USARPAC. Each CONUSA will develop procedures for verifying unit qualifications. Unit qualifications will be checked against all available data including the following:

(a) Trip reports resulting from staff visits.

(b) DA Form 2715 (Unit Status Report Worksheet).

(c) FORSCOM Forms 1R or 2R (Annual Training Evaluation).

(d) Results of ARTEP conducted (if any) during the training year.

(e) DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training).

(f) Special and spot reports from Active Army advisers.

(2) Each nomination forwarded to FORSCOM will include the following:

(a) Unit designation.

(b) Complete mailing address and phone number.

(c) Commander's name, rank, branch, SSN, home address, and telephone number.

(d) A statistical summary showing authorized aggregate strength, percent of authorized strength attained, percent of attendance during IDT, percent of attendance during AT, and percent of assigned personnel qualified in the last 12 months on individual weapons.

(e) A narrative summary which contains a clear cut commentary on the ability of the unit to accomplish its wartime mission, the unit's significant accomplishments during the training year, and other appropriate information. (Units may include such things as evaluator comments from FORSCOM Form 1R or 2R, letters of commendation, citations from governments and civic clubs for community service.)

(3) The CG, FORSCOM will select one small unit, one company size unit, and one large unit to receive this award. The CG, FORSCOM will forward the data concerning the three units selected to the Chief, Army Reserve (DAAR-OP), WASH DC 20310-2400 with an information copy to OSD(FM&P) RM&S/PPBS S&S, Room 4C761, Pentagon, WASH DC 20310-4000. This data must be forwarded not later than 21 May each year. The data forwarded will include the following:

(a) Complete unit designation for each unit.

(b) Address and telephone number(s) of each unit.

(c) Name, rank, SSN, home address, telephone number, title, and capacity of the soldiers designated to accept the awards for these units.

8-5. The Walter T. Kerwin Award

U.S. Army Reserve MTOE battalions, squadrons, and hospital size units are eligible for the Walter T. Kerwin Award.

a. The CG, FORSCOM will select the USAR MTOE battalion, squadron, or hospital size unit to receive this award. This unit will be the same large unit selected for the ROA Outstanding Unit Award in paragraph 8-4.

b. The CG, FORSCOM will furnish the following data to the Chief, Army Reserve (DAAR-OP) WASH DC 20310-2400, no later than 21 May of each year.

(1) Unit designation, address, and telephone number.

(2) Name, rank, SSN, address, and telephone number of the unit commander or the soldier who will receive the award for the unit.

8-6. The General Walter T. Kerwin, Jr. Award

U.S. Army Reserve TPUs authorized a general officer as commander are eligible for the General Walter T. Kerwin, Jr. Award.

a. The CG of each CONUSA will and CG, USARPAC may

nominate one command for this award. Nominations will be submitted so as to reach Cdr, FORSCOM (ATTN: FCJ3-TRA) no later than 1 April each year.

b. Commands will be selected based on overall achievements for the period 1 October through 30 September each year. Nominations will be based on overall achievements of the command with emphasis on its ability to accomplish its wartime mission.

c. CG, FORSCOM is responsible for selecting the annual winner. Each nomination forwarded to FORSCOM will include the following:

- (1) Authorized aggregate strength.
- (2) Assigned aggregate strength.
- (3) Number of subordinate reporting units.
- (4) Strength maintenance. (Consider both retention and reenlistment programs.)
 - (a) Number of gains.
 - (b) Number of losses.
- (c) Command strength maintenance meets or exceeds FORSCOM goals (yes or no).
- (5) Training attendance (based on assigned strength).
 - (a) IDT—percent attendance.
 - (b) AT—percentage of constructive attendance.
- (6) Individual weapons qualification. Percent of assigned personnel qualified in 12 months.
- (7) MOS qualification.
 - (a) Percentage of assigned personnel qualified.
 - (b) Percentage of change in qualification from start of year to end of year.
- (8) Logistics. Command met or exceeded aircraft operational readiness standards (yes or no).
- (9) A narrative summary which contains a clear cut commentary on the ability of the unit to accomplish its wartime mission, the units significant accomplishments during the training year, and other appropriate information.

8-7. The Reserve Officers Association Outstanding USAR Aviation Support Facility (ASF) Award

USAR ASF designated per this regulation, are eligible for the Reserve Officers Association Outstanding USAR Aviation Support Facility Award.

a. The award will be made on a calendar year basis. Prior to 1 March each year, the CG of each CONUSA will nominate one USAR ASF for the award to Cdr, FORSCOM, ATTN: FCJ3-OV.

b. To be eligible to be designated as a Superior USAR ASF, the nominee must meet the qualifications listed below. Nominations will include supporting data prescribed herein.

(1) The ASF must have achieved a rating of satisfactory in the most recent CONUSA conducted Aviation Resource Management Survey to include all functional areas.

(2) ASF staffing must have met the criterion established in this regulation, except for personnel turnover.

(3) All ASF flight instructors must have received a satisfactory grade on their annual standardization flight evaluation and any “no-notice” flight evaluations during the preceding calendar year.

(4) The ASF Supervisory Aircraft Pilot must have received a rating of “Highly Successful” on his or her most recent performance evaluation.

(5) The maintenance section of the ASF must perform all maintenance procedures “by the book”. There must have been no deficiencies noted in their most recent CONUSA or ARCOM ARMS.

(6) A zero accident/incident rate for the past year must have been maintained by the ASF.

c. Nominations for the ROA Outstanding USAR ASF Award will contain the following:

- (1) USAR ASF designation.
- (2) Complete mailing address.
- (3) Statement that nominee meets criteria in paragraph 8-6b above.
- (4) Subjective justification for the nomination to include significant achievements and other information deemed appropriate.

(5) Name of facility or activity supervisor.

(6) An information article on the nominee suitable for publication. This will be approximately one typewritten page and will include but not be limited to the following information:

(a) Location.

(b) Tenant units supported.

(c) Names of commanders and key personnel.

(d) Significant achievements in the areas of flight operations, training, safety, standardization, and maintenance.

(7) Name, grade, SSN, title, capacity, home address, and home telephone number of the soldier designated to accept the USAR ASF award.

d. CG, FORSCOM will select the USAR ASF to receive the award. CG, FORSCOM will forward the data on the selected USAR ASF to HQDA, ATTN: DAAR-OP, WASH DC 20310-2400, with an information copy sent to OSD (FM&P) RM&S/PPBS S&L, Room 4C761, Pentagon, WASH DC 20310-4000 by 1 April each year. This data will include the designation, address, and telephone number of the selected USAR ASF.

8-8. The Philip A. Connelly Food Service Award

The USAR company, battalion, and brigade organic field food service elements that provide food service in the field are eligible for the Philip A. Connelly Food Service Award. This award is presented for excellence in Army food service in the Reserve component field kitchen category.

a. The award will be made on an annual basis.

b. CG, U.S. Army Troop Support Command will develop and announce the requirements on which the award is based.

c. Finalists will be selected from MUSARC entries.

d. The best USAR food service operations will be selected from the MUSARC finalists in each CONUSA. (USARPAC finalists will be evaluated by the Sixth U.S. Army).

e. Details for conducting the Philip A. Connelly Awards Program are in AR 30-1.

f. The winner will be selected from among the CONUSA finalists by the U.S. Army Troop Support Command.

8-9. Awards presentations

a. *Superior Unit Certificate.* CONUSA and FORSCOM OCONUS commanders will ensure that this award is presented to each selected unit at an appropriate ceremony.

b. *The Reserve Officers Association of the United States Outstanding USAR Unit Award and The Reserve Association USAR Aviation Support Facility Award.* Suitably inscribed trophies will be presented by the ROA at its annual convention. These trophies will be given to representatives of the selected units and flight facility.

c. *The Walter T. Kerwin Award.* This award will be presented at the annual AUSA convention held in Washington DC. The award will be given to the individual designated to receive the award for the winning unit.

d. *The General Walter T. Kerwin, Jr. Award.* This award will be presented to the winning commander. The time and place of the presentation will be determined by the Vice Chief of Staff, U.S. Army in consultation with the CAR.

e. *The Philip A. Connelly Food Service Award.* The award of a silver bowl for permanent retention by the winning unit and a scholarship for the winning units food service sergeant to a commercial food service institution will be made annually in conjunction with the International Food Service Executive Association Convention. The award of a special training scholarship is available at the option of the winning food service sergeants. This training is equivalent to and, with the approval of the appropriate commander, may be substituted for the soldier's AT period for the current or following year.

Appendix A References

Section I Required Publications

AR 25-400-20

The Modern Army Recordkeeping System (MARKS). (Cited in para 3-9g(5).)

AR 27-1

Judge Advocate Legal Service. (Cited in para 2-10d and 3-26a.)

AR 30-1

The Army Food Service Program. (Cited in para 3-8b and 8-8e.)

AR 37-104-3

Military Pay and Allowances Procedures: Joint Uniform Military Pay System Army (JUMPS—Army). (Cited in para 3-31.)

AR 37-104-10

Financial Administration Military Pay and Allowance Procedures for Inactive Duty Training Joint Uniform Pay System—Reserve Components (JUMPS—(RC)—Army). (Cited in para 3-31.)

AR 37-106

Finance and Accounting for Installations: Travel and Transportation Allowances. (Cited in paras 3-17b(1) and (2).)

AR 40-1

Composition, Mission, and Functions of the Army medical Department. (Cited in para 2-3f.)

AR 40-501

Standards of Medical Fitness. (Cited in para 3-24b(1), 4-2a(1), and 4-4d(2).)

AR 95-1

Army Aviation: General Provisions and Flight Regulations. (Cited in paras 4-7 and 4-18.)

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements and Enforcement Procedures. (Cited in para 3-9b(4)(a) and (b), 3-12d(1), and 3-25b.)

AR 135-200

Active Duty for training and Annual Training and Active Duty for Special Work of Individual Soldiers. (Cited in para 3-22b, and 3-25a(2)(e), 7-2b(9), and 7-8d.)

AR 135-382

Reserve Component Military Intelligence Units and Personnel. (Cited in paras 2-9 b(2), 2-9c, 2-11, 3-23e(2), and 3-27a(3).)

AR 140-10

Assignments, Attachments, Details, and Transfers. (Cited in paras 2-5d(3), 2-14c, 2-15, 2-17, 3-3, 3-7, and 3-8a.)

AR 140-185

Training and Retirement Point Credits and Unit Level Strength Accounting Records. (Cited in paras 3-4c(1)(c), 3-9b(2), 3-10g(1) and (3), 3-12h, 3-13a(1) and (5), 3-25, 3-27b(4), 3-29d, 3-29e(5), 4-9a, and 5-5c and h.)

AR 145-1

Senior ROTC Program: Organization, Administration, and Training. (Cited in para 2-14b.)

AR 190-11

Physical Security of Weapons, Ammunition, and Explosives. (Cited in para 7-9b(1).)

AR 190-51

Security of Army Property at Unit and Installation Level. (Cited in para 4-19.)

AR 220-1

Unit Status Reporting (RCS JCS 6-11-2-1-6). (Cited in para 4-6 and 8-3b.)

AR 220-5

Designation, Classification, and Change in Status of Units. (Cited in para 2-2a.)

AR 310-10

Military Orders. (Cited in para 4-2a(1).)

AR 350-1

The Army Training and Education System. (Cited in paras 2-1b, 3-1, and 3-1b.)

AR 350-9

Reserve Component Oversea Deployment Training with Active Components Commands. (Cited in paras 3-17c, 3-18b, and 3-29f(4)(a).)

AR 611-201

Enlisted Career Management Fields and Military Occupational Specialties. (Cited in para 4-2b(2).)

AR 630-5

Leave, Passes, Permissive Temporary Duty, and Public Holidays. (Cited in para 3-29f(4)(c).)

AR 675-5-1

Military Awards. (Cited in para 7-6c and e.)

AR 710-2

Supply Policy Below the Wholesale Level. (Cited in paras 4-21.)

AR 750-1

Army Materiel Maintenance Policy and Retail Maintenance Policy (Cited in para 4-13.)

DA Pam 570-560

Staffing Guide for U.S. Army Reserve Technicians. (Cited in para 4-13.)

DOD 1000.2

Passport and Passport Agency Services Regulation. (Cited in para 3-29f(1).)

FM 21-20

Physical Readiness Training. (Cited in para 3-3c(2).)

Section II Related Publications

AR 1-211

Attendance of Military Personnel at Private Organization Meetings

AR 10-87

Major Army Commands in the Continental United States

AR 25-5

Official Mail and Distribution Management

AR 40-2

Army Medical Treatment Facilities: General Administration

AR 71-11

Total Army Analysis

AR 135-18

Assignment of ARNGUS and USAR Officers to Headquarters and Agencies Responsible for Reserve Affairs

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

AR 135-101

Appointment as Reserve Commissioned Officers for Assignment to the Army Medical Department Branches

AR 135-133

Ready Reserve Screening, Qualification Records System and Change of Address Reports.

AR 135-155

Promotion of Commissioned Officers and Warrant Officers other than General Officers

AR 135-175

Separation of Officers

AR 135-180

Qualifying Service for Retired Pay Nonregular Service

AR 135-210

Order to Active Duty as Individuals During Peacetime

140-10

Army Reserve Land and Facilities Management

AR 190-14

Carrying of Firearms

AR 310-49

The Army Authorization Documents System (TAADS)

AR 350-6

Army-wide Small Arms Competitive Marksmanship

AR 600-39

Dual Component Personnel Management Program

AR 600-105

Aeronautical Designations and Flying Status for Army Personnel

AR 611-101

Personnel Selection and Classification, Commissioned Officer Classification System

AR 614-100

Officers Assignment Policies, Details, and Transfers

AR 623-1

Academic Evaluation Reporting System

AR 623-105

Officer Evaluation Reporting System

AR 920-30

Rules and Regulations for National Matches

DA Pam 351-4

Army Formal Schools Catalog

DOD 7000.14-R

Department of Defense Military Pay and Allowances Entitlement Manual

Section III**Prescribed Forms****DA Form 361**

Civilian Sponsored Unit Agreement. (Prescribed in para 6-5.)

Section IV**Referenced Forms****DA Form 705**

Army Physical Fitness Evaluation Score Card

DA Form 759

Individual Flight Record and Flight Certificate—Army

DA Form 759-1

Individual Flight Record and Flight Certificate—Army

DA Form 1058-R

Application for Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve

DA Form 1379

U.S. Army Reserve Components Unit Record of Reserve Training

DA Form 1380

Record of Individual Performance of Reserve Duty Training.

DA Form 2715

Unit Status Report Worksheet

DA Form 5350

U.S. Army Reserve Drill Recording Form (DRF)

DD Form 1610

Request for Authorization for TDY Travel of DOD Personnel

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